DOCUMENT RESUME

ED 182 496 CE 024 033

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TITLE Vocational Curriculum Resources for Disadvantaged Students. A Guide to Print and Non-Print Instructional Materials. Volume II.
INSTITUTION Maryland Vocational Curriculum Research and Development Center, College Park.
SPONS AGENCY Maryland State Dept. of Education, Baltimore. Div. of Vocational-Technical Education.
PUB DATE 79
NOTE 381p.; For related documents see CE 024 031-035
AVAILABLE FROM The Maryland Vocational Curriculum Production Project, Western Maryland Vocational Resource Center, P.O. Box 5448, McMullen Highway, Cresaptown, MD 21502.

EDRS PRICE MF01/PC16 Plus Postage.
DESCRIPTORS Auto Mechanics (Occupation); Basic Skills; Bibliographic Citations; Business Education; Career Education; Check Lists; Consumer Education; Curriculum; Custodian Training; *Disadvantaged Youth; Distributive Education; Drafting; *Educational Resources; Electrical Occupations; Engineering; Food Service Industry; Health Occupations; Home Economics; *Instructional Materials; Low Ability Students; Publications; Reading Level; Reading Skills; Resource Guides; *Resource Materials; *Vocational Education; Woodworking

ABSTRACT

Volume 2 of a three-volume guide to vocational curriculum resources for disadvantaged students consists of instructional checklists for resources identified in the following areas: agriculture, auto body repair, automobile mechanics, basic math skills, basic reading skills, business education, career education, carpentry, cosmetology, custodial and maintenance, data processing, distributive education, drafting, electricity, electronics, food industries, graphics, health occupations, home economics/needle trades, life skills/consumer education, machine shop, masonry/concrete, plumbing/pipe fitting, safety, sheet metal, welding, miscellaneous subject areas, and professional resources. Each checklist follows a typical format that includes the following sections: (1) title block, (2) intended use, (3) instructional format, (4) nonprint material format, (5) features for disadvantaged students, (6) material readability, (7) illustrations, (8) print material format, (9) description, (10) comments, and (11) recommendation. A list of publishers/producers contacted during the search for curriculum materials is appended. (LRA)

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VOCATIONAL CURRICULUM RESOURCES
FOR DISADVANTAGED STUDENTS

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CE 024 033

This publication was developed under contractual agreement between The Maryland Vocational Curriculum Research and Development Center and the Division of Vocational-Technical Education (DVTE), Maryland State Department of Education. Funding was provided under P. L. 94-482. Points of view or opinions do not necessarily reflect the official position or policy of DVTE.

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MARYLAND
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CURRICULUM
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INTRODUCTION

Vocational Curriculum Resources for Disadvantaged Students is the result of a nation-wide search for resources which are suitable for disadvantaged students in vocational programs. Emphasis in the search was placed on resources having high interest and low reading levels.

This guide consists of an "Instructional Checklist" for each resource. The Checklist was developed at the Maryland Vocational Curriculum Research and Development Center (MVCRDC), field tested and then revised to its present form. The Checklist conveys evaluative information such as usability, suitability, and recommendations in the *description* and *comments* sections. Other, more objective criteria are categorized in such area as *readability, format (instructional, print, and non-print), intended use, etc*. Criteria are checked as applicable for each resource. The information presented in the Checklist will, in many cases, enable educators to make purchase decisions. Local education agencies will find this guide beneficial in the adoption, modification and implementation of curriculum materials for use with disadvantaged students in vocational programs.

At the end of this guide is a listing of the producers/publishers contacted during the MVCRDC's search. Complete addresses are listed so that users will be able to acquire their own catalogs or additional information about available instructional resources.

Educators in Maryland are encouraged to inspect, review, and use the curriculum resources for disadvantaged students available at the MVCRDC. It will be noted in the *comments* section of the Checklist if a resource cited in the guide is not available at the MVCRDC.

Resource guides listing vocational curriculum material for teachers of handicapped and bilingual students have also been compiled by the MVCRDC. There is an overlapping of suitability requirements among these three populations, allowing some resources to be useable with more than one group. However, each resource, regardless of the fact that it may be suitable for one or both of the other populations, is listed in only one guide. Users should check their vocational areas of interest in each guide for the widest selection of resources available.

EXPLANATION OF THE REVIEW FORMAT

The "Instructional Checklist" consists of several different areas which provide the user with a detailed description of a resource's components and desirability.

The following areas appear on the front side of the Checklist:

- *TITLE BLOCK* lists the title, author, publication information, order number(s), price(s), and vocational subject area.
- *INTENDED USE* specifies the primary user of the resource (student, teacher, or administrator) and the educational level (secondary, post-secondary, or adult education).
- *INSTRUCTIONAL FORMAT* indicates the elements or components which comprise the resource.
- *NON-PRINT MATERIAL FORMAT* describes the type and length of audio-visual media.
- *FEATURES FOR DISADVANTAGED STUDENTS* addresses specific characteristics which have been identified as beneficial to the vocational education of the disadvantaged.
- *MATERIAL READABILITY* indicates copy format and reading levels (determined by the Fry formula, unless otherwise indicated).
- *ILLUSTRATIONS* describes the type of visuals included, such as cartoons, charts, and photographs.
- *PRINT MATERIAL FORMAT* lists the method of binding and number of pages in a printed instructional resource.

The reverse side of each form contains these areas:

- *DESCRIPTION* is a succinct, objective statement regarding the resource's content and design, frequently including chapter headings.
- *COMMENTS* provide the reviewers with a subjective evaluation of the resource, notes stereotypes and biases, and indicates reasons for recommendation or rejection.
- *RECOMMENDATION* is based on the overall suitability of the resource. Resources are generally recommended unless they are technically or pedagogically unsound, very difficult to obtain, contain unsuitable language, etc. Evidence supporting the evaluator's recommendation is found in the area entitled *comments*.

EXPLANATION OF THE TABLE OF CONTENTS

Instructional resources may be listed in one of the following ways:

- *VOCATIONAL SUBJECT AREA*, if the resource is designed primarily to teach students subject matter in a vocational class. Subject areas range from Agriculture to Welding. Subject areas not covered by these areas are included in "Miscellaneous Subject Areas."
- *BASIC READING/MATH SKILLS*, if the resource is designed primarily to teach students prerequisite reading or computation skills in order for them to succeed in a vocational course it is included here. These resources teach reading/math within a vocational context.
- *CROSS-REFERENCED*, if the resource fits into more than one subject area, it will be listed in each, but all listings will refer to the same page in the guide.

For example, a resource designed to teach math skills in the vocational area of agriculture would be included in the Table of Contents under Basic Math Skills, page 12, and also listed under Agriculture, again referring to page 12.

PREFACE

The Vocational Education Act of 1968 and P.L. 94-482 mandate that the disadvantaged be provided with broader opportunities to succeed in vocational education programs. Because their success is dependent upon suitable curriculum resources, this publication will save time in the educator's search for such resources.

Vocational Curriculum Resources for Disadvantaged Students represents the Center's effort to provide a comprehensive, up-to-date review of vocational education resources available for the disadvantaged.

Mention of publishers, trade names, or particular producers in no way constitutes endorsement of a resource by the Maryland Vocational Curriculum Research and Development Center or the Division of Vocational-Technical Education, Maryland State Department of Education.

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TITLE AGAINST THE GRAIN

AUTHOR McCormick

SOURCE Mafex Associates, Inc.
90 Cherry Street
Johnston, Pennsylvania 15902

Order #: 8V-1X0002
Price: $6.00 (Men)
$3.60 (Women, 5+ copies)
Copyright: 1977

SUBJECT AREA Carpentry

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
0 promotes development of psychomotor skills
0 provides immediate feedback
● modifiable instructional format
0 reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
0 stapled
● plastic spine
● number of pages: 258

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 high interest level motivator____________
● reading level 6 grade
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
● charts/graphs
● B/W
0 color

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
0 length ____min.
0 OH projectuals
0 color
0 B/W
0 games
0 other ____________

DESCRIPTION

This resource presents the concepts of carpentry in a logical order. Chapter titles are: Philosophy, Tools, Metal Fasteners and Glues, Joining, Walls, Windows, Doors, Roofs, Stairs, Concrete and Putting It All Together. Chapters are well illustrated, concepts are explained in terms suited to the novice. Technical content is accurate.

COMMENTS

This resource is sexually biased. This is evidenced in the illustrations which depict mostly women and in the purchasing policy of the publisher (male purchasers must pay $6.00 for the text while females purchasing five or more copies are entitled to a 40% discount).

● RECOMMENDED ○ NOT RECOMMENDED

TITLE BASIC WOODWORKING

AUTHOR Feirer

SOURCE
Charles A. Bennett Co., Inc.
809 W. Detweiller Drive
Dept. F8
Peoria, Illinois 61614

Order #: 274-1 Price: $2.94 Copyright: 1978

SUBJECT AREA Carpentry

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 176

MATERIAL READABILITY

● large print format
● double column copy
○ generous paragraph spacing
● high interest level motivator illustrations
● reading level 4 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

Basic Woodworking is divided into 45 units covering all the basics form "why study woodworking," to "how to plan a project" through "completion of a project." It is written as a first course in woodworking.

COMMENTS

Many pictures of girls doing shop tasks, "he or she" used in text.
Sentences are short, explanations clear, new vocabulary is defined as it is introduced.
Could be used with any age but mainly directed to teens.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE BASICS OF GLUING & CLAMPING

AUTHOR

SOURCE Abraxas Films
P. O. Box 186
Capitola, California 95010

Order #: 2B2 Price: $36.00 Copyright: 1979

SUBJECT AREA Carpentry

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 20 min.
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrip/cassette

DESCRIPTION

This set contains a filmstrip and cassette (recorded with audible and inaudible pulse.) The film covers all basic aspects of gluing and clamping wood.

COMMENTS

Thorough coverage of the topic. May be too long to maintain total interest. Some woodshop vocabulary is assumed. Good step-by-step process film.

● RECOMMENDED   O NOT RECOMMENDED

TITLE CARPENTRY, BLUEPRINT INTERPRETATION

AUTHOR Nikol

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: CA-184 Price: $3.50 Copyright: 1971

SUBJECT AREA Carpentry

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 70

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● high interest level motivator construction trades
- ● reading level 7-8 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

DESCRIPTION

This introductory level book introduces the carpentry student to graphic representation and working drawings of articles, houses, and their structural details. The appendix contains useful charts on wood joints, sawing of lumber, nail and screw sizes, and plumbing symbols.

COMMENTS

The extensive use of illustrations and reasonable reading level enable this material to be used with disadvantaged students in vocational woods programs. The many illustrations could easily be made into transparencies or posters for visual reinforcement.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE CARPENTRY I - HOUSE FRAMING

AUTHOR Nittoli

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: CA-35 Price: $5.75

SUBJECT AREA Carpentry

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 190

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level
motivator construction trade
● reading level 7-9 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● student activities
○ student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This text starts with the skill and works its way through the ridge board. The information is presented in illustrated lessons. Various alternative methods of light frame construction are included. There is also a unit on special framing problems and one on safety. Unit tests are included.

COMMENTS

The developers of this material made extensive use of technical illustrations to facilitate understanding of the content. The reading level may be a little high for some disadvantaged students but vocabulary drill with some of the technical terms may reduce this problem.

● RECOMMENDED　　O NOT RECOMMENDED

VC
RD

TITLE COMPUTING A BILL OF MATERIALS

AUTHOR

SOURCE Abraxas Films
P.O. Box 186
Capitola, California 95010

Order #: 2B 3 Price: $36.00 Copyright: 1979

SUBJECT AREA Carpentry

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ○ number of pages: ________

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level _____grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length ±20 min.
- ○ OH projectuals
- ● color
- ○ B/W
- ○ games
- ● other 35mm filmstrips and cassette

DESCRIPTION

This set consists of a filmstrip and cassette (recorded with audible and inaudible pulse). The filmstrip covers the terms board foot, linear foot, square foot, quarters, etc. The steps of computing a bill of materials are shown, repeated and reviewed. At times the pace is faster than would be advisable for use with disadvantaged students.

COMMENTS

The narration is clear (male voice). Vocabulary is suitable for introductory use.

The filmstrip covers a lot of material and by the last 5-7 minutes students may begin to feel overwhelmed. It may be best used as a two-part series.

The filmstrip is somewhat adaptable, could give students an opportunity to work problems along with the filmstrip examples.

Excellent for review or supplementary use.

● RECOMMENDED O NOT RECOMMENDED

TITLE DO IT YOURSELF

AUTHOR Arnold & Posey

SOURCE Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, New York 13135

Order #: 187 Price: $1.50 Copyright: 1971

SUBJECT AREA Carpentry

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ● promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 37

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ______________
- ● reading level 5-6 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ______________

DESCRIPTION

This simply written and illustrated manual describes the use of simple tools and materials commonly found in the home. Included are some simple projects and activities which can be undertaken using these tools and materials.

COMMENTS

The manual is written in the simplest possible terms. It contains much useful information; however, certain suggested uses of common tools are inappropriate and unsafe. Otherwise, the manual may be useful with disadvantaged vocational students with very little or no experience with tools.

● RECOMMENDED ○ NOT RECOMMENDED
See comments

TITLE EXPLORING WOODWORKING
(workbook and instructor's key)

AUTHOR Zimmerman

SOURCE Goodheart-Willcox
123 West Taft Drive
South Holland, Illinois 60473

Order #: See Back Price: See Back Copyright: 1976

SUBJECT AREA Carpentry

FEATURES FOR DISADVANTAGED STUDENTS

0 develops self-worth concept
● develops world of work concept
● promotes development of psychomotor skills
0 provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound (text)
0 paper bound
0 loose leaf
● stapled (workbook)
0 plastic spine
● number of pages: 208 text
96 workbook

MATERIAL READABILITY

0 large print format
0 double column copy
● generous paragraph spacing
0 high interest level
motivator ______________
● reading level 6.5 grade
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
0 B/W
● color

INTENDED USE

● student resource
● teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
0 bibliography/references
0 performance objectives
● student activities
0 student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
0 length _____ min.
0 OH projectuals
0 color
0 B/W
0 games
0 other ______________

DESCRIPTION

This is a basic woodworking text. Chapter titles are:

- Woods
- Planning
- General Safety
- Laying Out
- Sawing
- Boring and Drilling
- Filing, carving and chiseling
- Planing
- Wood joints
- Shaping and Routing
- Wood Turning
- Using Metal Fasteners
- Glueing and Clamping
- Sanding
- Wood Finishing
- Hardware
- Upholstery
- Business Experience

The text is illustrated with many pictures and examples. The workbook consists of questions, completion activities, and making simple sketches. The teacher's key provides the answers to the workbook questions.

Title	Order #	Price	Copyright
Exploring Woodworking	200X	$6.57	1976
Workbook for Exploring Woodworking	1747	$2.64	1974

COMMENTS

This text has several good features for disadvantaged students. The illustrations are excellent. Content material is broken up into segments within the chapter with individual headings. Paragraph spacing promotes easy readability. The text contains many project examples that are relevant and motivating. A dictionary of terms is provided at the end of the text.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE FINISHING

AUTHOR

SOURCE Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

Order #: 017-080-01455-6 Price: $1.55 Student
017-080-01419-0 $3.95 Instr. Guide

SUBJECT AREA Carpentry

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 167 Tch. Guide 126 Stu. Text

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level motivator Drawings
● reading level 12 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
○ student work sheets
○ review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

The paperbound student text is divided into 6 main parts:

Insulation
Drywall
Painting & Wallcovering
Glass & Glazing
Floor Covering
Landscaping

Each section includes illustrations of materials, equipment, and process and is followed by a glossary and bibliography.

The teacher's manual is looseleaf and divided into the same 6 parts as the text. Each section includes an overall objective and sub-objectives written in terms of student performance. Also included are "Academic Related Theory and Information" and "Suggested Activities."

COMMENTS

While the teacher's manual is an excellent resource of objectives and activities, the student text is not suitable for the disadvantaged. The print is small, with very little spacing between paragraphs, and the readability level may be too high.

The material appears free of sex/racial/cultural stereotyping.

● RECOMMENDED   ○ NOT RECOMMENDED

VCRD

TITLE THE FRAMING SQUARE

AUTHOR

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: CA-36 Price: $4.50

SUBJECT AREA Carpentry

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 115

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator construction industry
● reading level 8-9 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

The student workbook introduces the carpentry student to the framing square and its applications in light frame construction. It consists of seven units, the first of which examines the description, principles, and terminology associated with the square. The remaining units deal with applications.

COMMENTS

The appropriate use of illustrations and the built-in motiviational strategy (construction industry) make this workbook serviceable with disadvantaged students.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE RESIDENTIAL CARPENTRY INSTRUCTIONAL UNITS

AUTHOR Penner

SOURCE State Department of Vocational and Technical Education
Curriculum and Instructional Materials Center
1515 West Sixth Avenue
Stillwater, Oklahoma 74074

Order #: By title Price: $6.00 Copyright: 1973

SUBJECT AREA Carpentry

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 27 units

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator Construction industry
○ reading level _____ grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

These publications deal with a beginning level course in light frame construction. Topical units include: introduction, leadership, related information, tools, blueprint reading, site, forming, framing, exterior finish, interior wall finish, interior trim, and flooring. Units include: suggested activities for students and teachers, information sheets, job sheets, assignment sheets, tests, and transparency masters. Information on VICA is included in the introductory modules.

COMMENTS

The material is well organized and thoughtfully planned. It is performance-based with student check sheets and uses many visuals. However, technical level may cause it to be beyond the abilities of some disadvantaged students. Transparency masters are of a very high quality.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE TOOL'S FOR MEASURING (WOOD)

AUTHOR

SOURCE Abraxas Films
P. O. Box 186
Capitola, California 95010

Order #: 2B1 Price: $36.00 Copyright: 1979

SUBJECT AREA Carpentry

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ○ number of pages: ________

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level _____grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length 20 min.
- ○ OH projectuals
- ● color
- ○ B/W
- ○ games
- ● other 35mm filmstrip/cassette

DESCRIPTION

This set contains a filmstrip and cassette (recorded with audible and inaudible pulse). The film covers measuring instruments such as, metal tape measures, calipers, squares, and levels.

COMMENTS

The film is very thorough. May be best to show it in parts as it is somewhat long. Presentation is clear. Some vocabulary is defined as it is introduced but some is assumed and may need introduction and re-inforcement.

VC
RD

● RECOMMENDED ○ NOT RECOMMENDED

TITLE UNITS IN WOODWORKING

AUTHOR Douglass, Penny, Roberts

SOURCE Delmar Publishers
50 Wolf Road
Albany, N.Y. 12205

Order #: 0114-6 Test Price: No charge for test
Order #: 0112-X Text Price: $4.35 Text Copyright: 1967

SUBJECT AREA Carpentry

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 208

MATERIAL READABILITY

○ large print format
● double column copy
● generous paragraph spacing
○ high interest level motivator________________
● reading level 7 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

Units in Woodworking is a good text covering the entire spectrum from lumbering to cabinet making. The units are written clearly.

The test (ordered separately) has answer key provided.

Procedures are given in step-by-step manner.

COMMENTS

In spite of the old copyright, the book is current and fairly contemporary.

Sex bias is present.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE THE USE OF HAND WOODWORKING TOOLS

AUTHOR McDonnell and Kaumeheiwa

SOURCE Delmar Publishers
50 Wolf Road
Albany, N.E. 12205

Student Text Order #: 1098-6 Price: $4.95
Teacher's Manual Order #: 1099-4 Price: $1.35

SUBJECT AREA Carpentry

FEATURES FOR DISADVANTAGED STUDENTS

0 develops self-worth concept
● develops world of work concept
● promotes development of psychomotor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
● paper bound
0 loose leaf
0 stapled
0 plastic spine
● number of pages: 272 Student text
33 Teacher's manual

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 high interest level motivator________________
● reading level 8 grade
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
0 color

INTENDED USE

● student resource
● teacher resource
0 administrator resource
0 individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
0 performance objectives
● student activities
0 student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
0 length _____min.
0 OH projectuals
0 color
0 B/W
0 games
0 other ____________________

DESCRIPTION

This text comprises 13 units. They are:

1. Safety
2. Measuring Tools
3. Framing Square
4. Layout Tools
5. Testing Tools
6. Sawing Tools
7. Refitting Handsaws
8. Planes
9. Edge Cutting Tools
10. Boring Tools
11. Fasteners
12. Smoothing Tools
13. Coated Abrasives

Each unit ends with review questions. The text is well illustrated. A teacher's guide is available providing answers to the questions.

COMMENTS

The text assumes some math skills. A student would need to have an understanding of fractions and decimals.

The text is suitable for disadvantaged students with these skills.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE WOODWORKING: HAND TOOL OPERATIONS

AUTHOR

SOURCE Prentice-Hall Media, Inc.
150 White Plains Road
Tarrytown, New York 10591

Order#: 936

Copyright: 1978

SUBJECT AREA Carpentry

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 24 (tchr. guide)

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● high interest level
  motivator format of resource
- ○ reading level _____grade
- ● reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ○ student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ● review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length __*__ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ● other 35mm filmstrips w/cassette cartridges

* see description

DESCRIPTION

This resource consists of 5 filmstrips, 5 cassette tapes, and instructor's guide. The individual titles and presentation times are as follows: Planes and Their Uses (10 min.), Saws and Sawing (9 min.), Fastening Wood Parts (9 min.), Fastening with Dowels (8 min.), and Various Woodworking Operations (8 min.). Pace of dialogue (male narration) is moderate. Instructional sequence, while step-by-step, assumes some basic knowledge and/or skills in woodworking with hand tools. Visuals portray male and female adolescents. Racial stereotyping is not evident. A partial listing of tools mentioned includes: jack plane, router plane, spoke shave, rabbit plane, crosscut saw, ripsaw, backsaw, dovetail saw, coping saw, keyhole saw, hacksaw, claw hammer, parting chisel, sliding T-bevel, self-centering dowling fixture, countersink, auger bit and brace, auger stop, and dowel pointer. Safety is stressed throughout presentation. Cassettes are recorded with audible and inaudible pulse. Components are durably packaged.

COMMENTS

The technical level of the resource makes it suitable for disadvantaged students with some background in woodworking. As such, this resource is suited for review or supplemental use. The concepts addressed by this resource, while basic, are presented so quickly as to make the resource unsuitable for introductory purposes.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE WORKING WITH WOOD

AUTHOR Horowitz

SOURCE The Frank E. Richards Publishing Co., Inc.
Order Department
Phoenix, New York 13135

Order#: 181 Price: $1.95 Copyright: 1970

SUBJECT AREA Carpentry

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 50±

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator Project
● reading level 5-6 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____

DESCRIPTION

This work-text is developed to present basic woodworking information and techniques to special classes. Tools and fasteners are discussed as are trade terms. There are detailed instructions for constructing shower clogs.

COMMENTS

This material is designed for use with special needs students in a basic wood shop. It doesn't contain student exercises or examinations, although there are questions to be answered throughout the text.

● RECOMMENDED ○ NOT RECOMMENDED

227a

TITLE A CAREER IN COSMETOLOGY: CAREER EXPLORATION

AUTHOR Maiorana and Walker

SOURCE Media Materials
2936 Remington Avenue
Baltimore, Md. 21211

Order #: 9368 Price: $9.95

SUBJECT AREA Cosmetology

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
● provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 60 min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________________

DESCRIPTION

This resource provides: a general description of cosmetology workers; a brief description of six cosmetology careers with particular emphasis on hairstylists, makeup specialists, and shop managers; and qualifications and daily activities of hairstylists, makeup specialists, and shop managers. The resource contains: a cassette cartridge, 30 student work sheets, a posttest, and teacher's guide; all the components are neatly packaged. Most narration is by females.

This package is best suited to individual instruction.

COMMENTS

This resource would be suitable for introductory or career awareness applications. The dialog, while clear and free of difficult terms, may be too fast for good comprehension with some disadvantaged students. Posttests are duplicated from the single master included in the resource.

● RECOMMENDED   ○ NOT RECOMMENDED

TITLE ETHNIC HAIRDRESSING

AUTHOR Oates

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: BC-244 Price: $4.25 Copyright: 1973

SUBJECT AREA Cosmetology

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 71

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level motivator Subject area
● reading level 9 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
○ individual instruction
● group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
● bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This introductory manual covers the actual practice of hairdressing procedures with emphasis on the hair types of blacks. It is illustrated with numerous illustrations and photos. There are step-by-step procedures and questions for each unit. An answer book is included. The units covered are: professional ethics, sanitary procedures; and requirements, nature of hair, disorders of hair and scalp, shampooing and drying the hair, methods of hair straightening, methods of curling and setting the hair, haircutting, and hairstyling hints.

COMMENTS

The reading level is fairly high due to technical words involved, but student motivation may offset some of the problems. The review questions are fairly simple in vocabulary and sentence structure. The illustrations, especially the photos, should prove to be very useful. There is very little on styling basic procedures are stressed, so other sources would be needed for teaching particular styling techniques.

● RECOMMENDED   ○ NOT RECOMMENDED

TITLE MANICURING EXPLAINED
(Series of 5, see back)

AUTHOR Hunter

SOURCE Career Aids, Inc.
8950 Lurline Ave.
Chatsworth, California 91311

Order #: 940 Price: $120.00 Copyright: 1976

SUBJECT AREA Cosmetology

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 36

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrip/cassette

DESCRIPTION

Manicuring Explained is a series of 5 filmstrips, 5 cassettes (recorded with audible and inaudible pulse), and a study guide packaged in a cardboard box.

The topics covered are:

1. Set-up and Preparation of a Manicuring Table
2. Nail Shaping and Cuticle Care
3. Hot Oil Manicure with Hand and Arm Massage
4. Nail Repair
5. Polishing the Nail

The study guide contains an introduction with suggestions for use, 20 multiple choice review questions per filmstrip, answer key, and scripts for each filmstrip.

Live photography is used throughout the series.

Additional study guides are $3.00 each.

COMMENTS

The films are racially, culturally, and sexually biased. Female narration is provided.

Good supplementary material but hot highly motivational. The narration is soft, background music is lilting and presentation is slow, resulting in a probable high incidence of easy distraction.

Some good points and demonstrations redeem the series.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE MATHEMATICS FOR COSMETOLOGY
(Parts 1 and 2)

AUTHOR Latino

SOURCE Vocational-Technical Curriculum Laboratory
Rutgers University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: BC 21 Price: $5.00
Order #: BC 22 Price: $5.00

SUBJECT AREA Cosmetology

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: Pt. 1 - 174
Pt. 2 - 167

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
● reading level 7-8 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

Content covered in Part 1 includes: whole numbers, fractions, decimals, and percentage. Part 2 includes: ratio and proportion, measurement, taxes, insurance, and accounts. Individual lessons contain appropriate exercises and each unit has an achievement test. Part 2 has a final exam and bibliography. There is a somewhat limited use of illustrations and charts.

COMMENTS

Some disadvantaged students may have difficulty with the reading level and mathematics. However, for those with basic skills, this material can provide additional practice that they may need.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE THE PRENTICE-HALL TEXTBOOK OF COSMETOLOGY

AUTHOR Scott, et. al

SOURCE Prentice Hall, Inc.
Englewood Cliffs, N.J. 07632

Order #: 013-695312-3 Price: $12.95 Copyright 1976

SUBJECT AREA Cosmetology

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 416

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator______________
● reading level 12 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
○ student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This is designed as a basic text for a Cosmetology class. The topic areas are:

- The Look You Like
- Skin, Hair and Nails
- Bacteriology and Sanitation
- Shampoos and Rinses
- Hairshaping
- Hairstyling
- Wigs and Hairpieces
- Chemistry for Cosmetologists
- Hair coloring and Hair Lightening
- Chemical Waving and Straightening
- Electricity and the Beauty Salon
- Heat and Light
- Massage and Scalp Treatments
- Facials
- Manicuring and Hand Care
- Anatomy and Physiology
- Salon Management

A Glossary is also provided and there are many illustrations.

COMMENTS

This text appears to be suitable for the average vocational cosmetology student. However, it was not designed and is not recommended for use with disadvantaged students. The technical use with content is not divided into small learning increments and explanations are not thorough enough for disadvantaged students. There are few motivational techniques used. The text provides good illustrations and progresses in a logical order.

Although the information is necessary and valid it is not presented simply enough for disadvantaged students.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE SHAMPOOING AND HAIR CARE
(Series of 8, see back)

AUTHOR Hunter

SOURCE Career Aids, Inc.
8950 Lurline Ave.
Chatsworth, California 91311

Order #: 941 Price: $39.50 Copyright: 1978

SUBJECT AREA Cosmetology

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 28

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 10-15 min.
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrip/cassette

DESCRIPTION

Shampooing and Hair Care is a series of 8 filmstrips, cassettes (recorded with audible and inaudible pulse) and a study guide packaged in a cardboard box.

The filmstrips are:

1. Preparation for a Shampoo
2. Scalp Analysis
3. Hair and Its Structure
4. Hair Analysis
5. Shampooing and Hair Rinses
6. Scientific Haribrushing
7. Shampooing
8. Blow Drying

The study guide has a set of 20 multiple choice review questions for each filmstrip. Answers are at the back of the guide. Additional copies of the study guide are $3.00 each.

Live photography is used throughout the series.

COMMENTS

Filmstrips are sex stereotyped though some men are shown; relatively racially fair. Female narration is provided on all tapes.

The films are informative but not highly motivational. Vocabulary is assumed and new terms are not defined very clearly.

Could be a helpful supplement. Some filmstrips have merit and value in the classroom; others seem boring.

Recommended with reservations due to non-motivational factor.

VC
RD

● RECOMMENDED ○ NOT RECOMMENDED

TITLE BUILDING CUSTODIAN: A SUGGESTED GUIDE FOR A TRAINING COURSE

AUTHOR

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: CU-1 Price: $2.75 Copyright: 1966

SUBJECT AREA Custodial and Maintenance

FEATURES FOR DISADVANTAGED STUDENTS

0 develops self-worth concept
● develops world of work concept
0 promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 49

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 high interest level motivator______________
0 reading level _____grade
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 B/W
0 color

INTENDED USE

0 student resource
● teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
0 student work sheets
● review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette.
0 length _____min.
0 OH projectuals
0 color
0 B/W
0 games
0 other __________________

DESCRIPTION

This suggested training course guide presents information about the job description, purpose of the course, teacher qualifications, length of course, training facilities, and evaluative criteria for students. The ten units in this course are entitled: General Housekeeping; Sanitation; Operation and Maintenance of the Heating-Ventilating System; Maintenance of Buildings and Grounds; Human Relations; Management of Supplies and Equipment; Safety; Personnel; and Security Protective Measures.

COMMENTS

The guide includes such additional areas as suggested work loads and individual work schedules, suggested list of equipment, suggested tools and supplies, and a glossary of maintenance terms. The guide provides a realistic portrayal of the maintenance field.

● RECOMMENDED O NOT RECOMMENDED

TITLE BUILDING MAINTENANCE: COURSE OF STUDY OUTLINE

AUTHOR Pearson

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: CV-150 Price: $3.50

SUBJECT AREA Custodial and Maintenance

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 121

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level _____grade
- ● reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This course of study outline covers skills required for building maintenance work from the most elementary - sweeping, scrubbing and waxing - on through painting and such advanced skills as boiler operation, basic electricity, carpentry, plumbing, pest control and horticulture. The full curriculum in outline form, requirements for student performance of each skill, and necessary aids in the form of books, pamphlets, films, etc. are given. Safety procedures are stressed.

COMMENTS

Well researched course of study in building maintenance. Could be used in program development for disadvantaged students.

VC RD

● RECOMMENDED   0 NOT RECOMMENDED

TITLE BUILDING MAINTENANCE MAN

AUTHOR Sutton

SOURCE
University of Missouri-Columbia
Instructional Materials Laboratory
10 Industrial Education Building
Columbia, Missouri 65211

Order #:	COE-36-I (Tchr)	Price: $4.95	Copyright: 1974
	COE-36-S (Stu)	12.95	1974

SUBJECT AREA Custodial and Maintenance

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psychomotor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine 350+ (Tchr man)
● number of pages: 378 (Stu man)

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator______________
● reading level 10-12 grade
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This resource consists of two documents: a student's manual and a coordinator's guide. The resource is designed to be a self-contained, self-paced instructional package for a vocational building maintenance program. The student manual contains assignments, objectives and exercises. Broad topical areas include: safety; building materials; hand tools for metalworking trades; fasteners; concrete; plastering bases, plasters and plaster applications; dry-wall partition and ceiling systems; paint, varnish, shellac and wallpaper; plumbing and pipe fitting and simple electrical maintenance procedures.
The coordinator's guide contains: answers to exercises; answers to assignment tests and assignment tests for students and work sheets for coordinating job experience with related instruction.

COMMENTS

The general high quality of the resource is evident in the thoroughness of the approach used by the developer. Building maintenance is treated in an in-depth and comprehensive manner. The student manual is technical in nature. Realistic nomenclature is used throughout. Photographs and illustrations are clear and fully explained. Utilization of this resource assumes basic student math skills (+, -, X, ÷) and a minimal reading level as noted on the front of this sheet.

● RECOMMENDED   O NOT RECOMMENDED

TITLE BUILDING MAINTENANCE: READING AND LANGUAGE ACTIVITY

AUTHOR Kessman

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: EN-325 & EN-325A Price: $2.25 Copyright: 1975

SUBJECT AREA Custodial and Maintenance

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 62

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator_______________
- ● reading level 5-6 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ● games
- ○ other ____________________

DESCRIPTION

This activity book has been designed for students beginning a vocational program in building maintenance. It consists of a variety of short stories with various vocabulary-building and word game activities following each. It includes many drawings, some of equipment with labels.

COMMENTS

The stress in this book is on reading and vocabulary skills which may be sorely needed by the disadvantaged student. The stories center around a typical student which may be a motivating device. However, the information on building maintenance is not complete enough for it to be used as a text.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE CAREER ENTRY SERIES

AUTHOR

SOURCE
Career Systems
Singer Education Division
80 Commerce Drive
Rochester, New York 14623

Order #: 52-403 Price: $2,390.00 Copyright: 1978

SUBJECT AREA Custodial and Maintenance

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
● promotes development of psychomotor skills
● provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
● loose leaf
● stapled
0 plastic spine
● number of pages: 100+

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 high interest level motivator________________
● reading level NA grade
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
● charts/graphs
● B/W
0 color

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
0 bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
● length * min.
0 OH projectuals
● color
0 B/W
0 games
● other Filmstrip w/ cassette

* See comments

DESCRIPTION

This resource is one of six in Singer Corporation's "Career Entry Series." The resource includes: a work task simulator, tool storage cabinet, appropriate tools and supplies, an Auto-Vance III Projector, 7 filmstrips, 7 automatic advance cassette tapes, a Program Administration Guide, Activity Manuals and supplies for 30 students. Major job tasks include: identifying and observing safety precautions; identifying tools, materials, and equipment; identifying basic housekeeping tasks: sweeping and cleaning carpets; cleaning wall marks: cleaning windows and mirrors; cleaning light fixtures; polishing wall and floor surfaces; dusting and polishing; use and care of tools, equipment and supplies; following work schedules; sweeping floors; dry mopping; stripping wax; cleaning sinks and counter-tops; removing wax, spots, and other foreign substances; etc. The program is designed to familiarize students with the tasks performed by entry level workers in the housekeeping services field. Individual lessons can be used independently or in any order. Student use of task simulator is integrated into audio visual presentation.

COMMENTS

The complete resource was not reviewed by MVCRDC staff. The comments which follow were developed after review of selected audio visual presentations and the Program Administration Guide. Average time for presentation (not including time for students to use task simulator) is 23 minutes. Male and female dialog is moderate to fast. The resource, which depicts male and female characters of different racial backgrounds, is self paced. Concepts are repeated and presented in a sequential step-by-step progression.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE HOTEL AND MOTEL

AUTHOR Mathisen

SOURCE Utah State Board of Education
250 East Fifth South
Salt Lake City, Utah 84111

Order # by Title Price $2.00

SUBJECT AREA Custodial and Maintenance

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psychomotor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 124

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator__________
- ● reading level 7 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other __________

DESCRIPTION

This resource, as received at the MVCRDC, consists of a student workbook. Other similar resources from the same author include pre-test and answer key booklets (priced at $.50 each). The reviewer would assume that this resource also incorporates these components, however, this review will pertain to the student workbook only. Major chapters include: check-in, reservations, check-out, accounting, serving the guest, and housekeeping. Each chapter contains: objectives, content, exercises and exercise keys, figures, illustrations, etc. Some exercises require student responses in the text, so the resource is consumed. Content or chapters is generally consistant with the scope of the stated objectives.

This resource provides a general, and, in some areas, a specific orientation to those skills required to run and maintain a hotel/motel operation.

COMMENTS

This resource would be useful as supplementary material in a course dealing with hotel/motel operation. Chapters dealing with check-in, reservations, check-out, and accounting are more comprehensive than the service-oriented chapters. Incorporated within the resource are numerous realistic forms used in hotel/motel operations. No teacher instructions are provided with this resource.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE DATA PROCESSING CONCEPTS FOR RETAILING

AUTHOR

SOURCE Distributive Education Materials Lab
1885 Neil Ave.
115 Townshend Hall
The Ohio State University
Columbia, Ohio 43210

Order #: A-C1 Price: $4.00

SUBJECT AREA Data Processing

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 142

MATERIAL READABILITY

○ large print format
○ double column copy
● generous paragraph spacing
● high interest level
motivator Cartoons
● reading level 11 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
● student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________________

DESCRIPTION

The manual's format includes a teaching outline for each section so that the material can be presented to an entire class. Following the outline is a section in narrative form which may be used for handouts, converted to transparency originals, or given to individual students to read.

Contents are divided into 3 main parts:

1. What Is A Computer - computer development; input and output tasks and materials; processing DATA; 11 major operations; and a sample case of low of data
2. Merchandising Applications in Data Processing - point of sale terminal; universal product code and vendor markings
3. Management Reports - accounts receivable; inventory; sales management; payroll

COMMENTS

The modifiable format feature of this manual makes it a versatile, extremely usable product. Interest is maintained by a text which is interrupted on every page with pictures, charts, questions, examples, or problems. Important vocabulary words or key concepts are underlined or capitalized.

Sex bias and racial bias is shown by the dominance of female and white characters.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE ADVERTISING PAYS

AUTHOR Baggett

SOURCE Distributive Education Materials Laboratory
115 Townshend Hall
1885 Neil Avenue
Columbus, Ohio 43210

Order #: By title Price: $1.50 Copyright: 1973

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 15

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ______________
- ● reading level 5-7 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ● games
- ○ other ________________

DESCRIPTION

Because of the game format this material may be appropriate for disadvantaged D.E. students, or especially for classes with a variety of student levels. There are also suggestions for adapting the game to local situations.

COMMENTS

"Advertising Pays" is an educational game, the purpose of which is to expose students to the realities of newspaper advertising. The publication is complete with masters for game "pieces" and instructions.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE ADVERTISING SERVICES

AUTHOR Cummings, Mathisen

SOURCE Utah State Board of Education
250 East Fifth South
Salt Lake City, Utah 84111

Order #: By title Price: $2.00 Student workbook
$ .50 Student activities book
$ .50 Answer Key

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
● provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 22 Stu. Activities Bk
116 Student Workbook
12 Answer Key

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
● reading level __7__ grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This resource consists of a student workbook, student activities booklet and answer key for the student activities. The student workbook is divided into four chapters: Creative Displays for Department Stores, Writing a 30-Second Radio Spot, Selling $2,000 of TV Time to a Local Dairy, and Writing and Preparing Newspaper Advertisements. Chapters contain: objectives, content, career experiences (student activities), keys to career experiences, illustrations, tables and/or forms. Content of the resource is commensurate with the objectives stated. The student activities book is used for both pre- and posttesting. The answer key is in a format similar to the student activities book (i.e., set up in chapter style).

COMMENTS

This resource would be suitable for distributive education students interested in the development of advertising skills. Inter-personal relations are stressed throughout. The resource does not provide implementation instructions for the teacher.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE APPAREL AND ACCESSORIES: CASE STUDIES

AUTHOR Anderton

SOURCE Distributive Education Materials Lab
1885 Neil Avenue
115 Townshend Hall
The Ohio State University
Columbia, Ohio 43210

Order #: A-D2 Price: $4.00

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 169

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level _____grade
- ● reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

Apparel and Accessories gives numerous descriptions of situations a student might encounter while working in a clothing store. Suggested solutions are given.

Designed to help prepare students for D.E. competition.

COMMENTS

Good material that would be especially helpful in building human relations skills.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE THE ART OF SELLING

AUTHOR Sagraves

SOURCE Selrite School Equipment Corp.
225 34th St.
New York, N.Y. 10001

Order #: SLE1-26 Price: $160.00

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 16

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator Colors
○ reading level ____ grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
● OH projectuals
● color
○ B/W
○ games
○ other ____________

DESCRIPTION

The set of 26 transparencies is designed to supplement a "Selling Principles" course covering 1.) selling as a career, 2.) customers, 3.) sales presentations, 4.) customer objections, and 5.) closing sales.

The instructor's guide gives the title of each transparency and suggestions for its use.

Twenty-one transparencies have overlay parts. All 26 are durably made, packaged in separate folders and contained in a durable hardbound case.

COMMENTS

The transparencies are colorful and invite maximum interest.

There is some sex stereotyping with women doing "easier" and "canned" sales work as opposed to men in hard-to-sell areas, using innovative presentations.

The transparencies display racial equality.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE AT YOUR OWN PACE

AUTHOR Albright

SOURCE Distributive Education Materials Lab
1885 Neil Avenue
115 Townshend Hall
The Ohio State University
Columbia, Ohio 43210

Order #: A-K6 Price: $5.00

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
0 promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
● loose leaf
0 stapled
0 plastic spine
0 number of pages: 150

MATERIAL READABILITY

0 large print format
0 double column copy
● generous paragraph spacing
● high interest level
motivator Format
● reading level 7 grade
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
● B/W
0 color

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
0 group instruction
● secondary
0 post-secondary

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
0 length _____ min.
0 OH projectuals
0 color
0 B/W
0 games
0 other ________________

DESCRIPTION

At Your Own Pace is a collection of 21 individualized learning packets designed for the disadvantaged student. Each packet has a rationale, objective, pre-test, learning experience, self-assessment test, learning activity options, post-test and attitudinal evaluations.

Some of the areas covered are: grooming and hygiene, math, job safety, other job areas, leisure time activities, insurance, newspaper and crime.

COMMENTS

This is a well-planned program. Lessons are achievable.

Has been used successfully in Ohio with disadvantaged youth.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE BANKING TECHNOLOGY

AUTHOR Kuebbeler

SOURCE Distributive Education Materials Lab
1885 Neil Ave.
115 Townshend Hall
The Ohio State University
Columbia, Ohio 43210

Order #: C-B6 Price: $4.50

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 201

MATERIAL READABILITY

○ large print format
● double column copy
● generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
● OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

Banking Technology contains: 32 topic outlines in abbreviated form, transparency masters, school and community oriented projects and a dictionary of banking terms.

COMMENTS

Not all school projects are as meaningful as they could be. Community projects are meaningful. Lesson content contains interesting tidbits of knowledge.

Good program to use with disadvantaged youth or basic adult education.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE THE CASHIER

AUTHOR Chase Manhattan Bank

SOURCE McGraw Hill
Book Distribution Center
Hightstown, New Jersey 08520

Order #: 10690-8 Price: $3.96 Copyright: 1975

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ● provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 88

MATERIAL READABILITY

- ○ large print format
- ● double column copy
- ○ generous paragraph spacing
- ● high interest level motivator pictures
- ● reading level 11-12 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

The Cashier is a text-workbook designed to provide students with skills needed to perform cashiering tasks with efficiency. It contains 6 chapters and an answer key. The chapters are:

1. The Cashier's Job
2. Counterfeit Currency
3. Cash Handling
4. Checks
5. Credit Cards
6. Customer Identification

There are reviews and "test yourself" sections all through the book. Answers are located at the end of the book.

COMMENTS

This resource is informative, interestingly presented, and has a well-planned format. There is also a set of 5 sound filmstrips available to correspond with this test. A set of "teacher's guide notes" are available. These two items (filmstrips and notes) are not available at MVCRDC.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE CASH OR CHARGE

AUTHOR Everhardt

SOURCE Distributive Education Materials Lab
1885 Neil Avenue
115 Townshend Hall
The Ohio State University University
Columbia, Ohio 43210

Order #: A-B7 Price: $3.00

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 180

MATERIAL READABILITY

○ large print format
● double column copy
● generous paragraph spacing
○ high interest level motivator_______________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
● OH projectuals (Masters)
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

Cash or Charge is a two-part curriculum guide discussing how to fill out cash and charge sales checks, explains credit cards and sales slips.

Student handouts are provided for each part. They contain problems and case studies.

Transparency masters are also provided for each part.

COMMENTS

Good material. Useful in training students to be sales clerks.

Handouts give meaningful experience in writing up sales tickets.

● RECOMMENDED   ○ NOT RECOMMENDED

TITLE THE CONSUMER'S PURCHASING AGENT: THE RETAIL BUYER!

AUTHOR

SOURCE Distributive Education Materials Lab
1885 Neil Ave.
115 Townshend Hall
The Ohio State University
Columbia, Ohio 43210

Order #: C-C6 Price: $3.00

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ● plastic spine
- ○ number of pages: 51

MATERIAL READABILITY

- ● large print format
- ● double column copy
- ● generous paragraph spacing
- ● high interest level
- motivator transparencies
- ● reading level 8 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

DESCRIPTION

This manual was developed to provide distributive education teacher-coordinators with instructional materials that can be used to supplement existing textbook offerings in the area of retail buying.

Four basic sections are included: (1) the instructional outline, (2) references, (3) activity materials, and (4) transparency masters.

The instructional outline is divided into 4 columns. The first column includes a suggested instructional outline. Column two identifies the transparency that corresponds with the instructional outline. The third column denotes the student activity that corresponds with the instructional outline. Column four provides instructional suggestions and references.

COMMENTS

The materials presented should be viewed as being suggestive, not prescriptive. The format has been developed specifically to be modified by the teacher to meet a variety of classroom and individual needs.

The activity materials are useful teacher resources. Besides the transparencies, they include "Terms to Remember," a "Customer's Want Sheet," a Basic List and Merchandise Record."

● RECOMMENDED   0 NOT RECOMMENDED

TITLE CURRICULUM OUTLINES/SPECIALIZED D.E. SET
(Series of 16, see back)

AUTHOR

SOURCE Distributive Education Materials
1885 Neil Ave.
115 Townshend Hall
Ohio State University
Columbus, Ohio 43210

Order #: AX Price: $15.00 Copyright: 1974

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: See back.

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator______________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
● bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ___________________

DESCRIPTION

This resource consists of curriculum guides for distributive education in the following areas:

1. Advertising (26)*
2. Automotive (29)
3. Fashion Merchandising (20)
4. Finance and Credit (23)
5. Food Services (26)
6. Hotel and Motel (16)
7. International Trade (28)
8. Insurance (28)
9. Mass Merchandising (32)
10. Performing Arts (29)
11. Petroleum (16)
12. Radio and TV (+40)
13. Real Estate (18)
14. Supermarket Management (23)
15. Travel Management (12)
16. Wholesaling/Warehousing (27)

*Numbers in ( ) are the number of pages/guide.

These guides are designed to outline 1 and/or 2-year programs for students in their junior and senior years of high school.

A brief introduction, course outline, list of competencies, references, and job descriptions are provided in each guide.

COMMENTS

The competencies listed in many of the outlines are poorly stated or not classifiable as competencies at all.

The course outlines are valuable and would aid in planning a course in a specialized area. The job descriptions would be helpful for developing achievable performance objectives which would give students entry level skills upon completion.

No course content material is provided.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE DEPARTMENT STORE PROBLEMS

AUTHOR Benner

SOURCE Dist. Educational Materials
1885 Neil Ave.
115 Townshend Hall
Ohio State University
Columbia, Ohio
Order #: C-E2 Price: $3.00

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 93

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level motivator Format
○ reading level _____ grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This is an in-basket simulation for a department store. Students are given various roles to play and a series of memos which they must act upon.

COMMENTS

Good experience in problem-solving for everyone from salesperson to manager.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE DISPLAY MADE EASIER

AUTHOR Kitsteiner

SOURCE Distributive Education Materials
1885 Neil Avenue
115 Townshend Hall
Ohio State University
Columbia, Ohio 43210
Order #: 13-C1 Price: $3.50

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 112

MATERIAL READABILITY

○ large print format
○ double column copy
● generous paragraph spacing
○ high interest level motivator ________________
○ reading level _____ grade
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

Display Made Easier consists of eight units:

1. What is display?
2. The four display functions.
3. Types of displays.
4. Elements of display.
5. Principles of arrangement and design.
6. Types of arrangements.
7. Planning displays.
8. Display rating factors

Transparency masters and student material (reproducible) are included for the units.

COMMENTS

The resource does not have a professional appearance. The student material is not eye-appealing or interest-inviting.

It could be used as a reference for the teacher needing additional information and ideas for a unit on display.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE THE DISPLAY SPECIALIST

AUTHOR Fuda & Nelson

SOURCE McGraw Hill
Book Distribution Center
Hightstown, New Jersey 08520

Order #: 22609-1 (tchr. man/key) Price: $2.20 Copyright: 1976
22607-5 (wkbk) $3.96

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 106 text

MATERIAL READABILITY

○ large print format
● double column copy
○ generous paragraph spacing
○ high interest level
motivator ________________
● reading level 9 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This is a consumable text-workbook on display techniques. It consists of eight chapters, each with questions and design projects for students. The book covers all the elements of design including balance, proportion, direction, color, etc. and shows students how to use these elements on bulletin boards, counters, windows, showcards, and sign displays. It emphasizes working with simple materials.

The teacher's manual contains behavioral objectives, teaching suggestions, bibliography, answers to end-of-chapter activities and a 100 question reproducible exam.

COMMENTS

There is no apparent racial or sex bias. The readability of the workbook may be difficult for some students.

There are no color pictures used, which may hinder the lesson on the color wheel. Should be a useable text because the illustrations and directions are are explicit.

The teacher's manual is not available at MVCRDC.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE DISTRIBUTIVE EDUCATION-TRAINING PLANS

AUTHOR

SOURCE IML
10 Industrial Education Bldg.
University of Missouri-Columbia
Columbia, Missouri 65211

Order #: DE-8-1 Price: $3.00

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 102

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

Distributive Education - Training Plans is a series of over 50 job titles and outlines for training a student on-the-job. They are presented in outline form listing the tasks and procedures a student should practice and learn while working in a "Coop" program for a particular job.

COMMENTS

This is a good professional resource giving the D.E. teacher access to well-thought out lists of what competencies students learn in a particular on-the-job training situation.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE DO YOU MAKE YOUR JOB SAFE?

AUTHOR

SOURCE Distributive Education Materials Lab
1885 Neil Ave.
115 Townshend Hall
The Ohio State University
Columbia, Ohio 43210
Order #: A-G1 Price: $2.00

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
● other Bulletin board display

DESCRIPTION

This is a bulletin board display portraying safety ideas.

Captions:

1. Forget horseplay
2. Keep everything clean and orderly
3. Ask for help
4. Pay attention
5. Don't take chances
6. Follow instructions
7. Wear appropriate clothes

COMMENTS

Extremely sex biased.

Has good safety ideas.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE GENERAL MERCHANDISE BOOK 1

AUTHOR Mathisen

SOURCE Utah State Board of Education
Vocational Division
250 East 500 South
Salt Lake City, Utah 84111

Order #: By title

Price: $ .50 Pre-test
$2.00 Student Workbook
$ .50 Answer Key

Copyright: 1976

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 29 Pre-test
185 Student Workbook
27 Answer Key

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ______________
● reading level 9 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● student activities
○ student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ______________

DESCRIPTION

This resource consists of a student workbook, a pre-test, and an answer key. The student workbook is divided into six chapters: Girl's Clothing, Women's Clothing, Junior Girl's Clothing, Women's Shoes, Cosmetics and Yard Goods. Each chapter contains: a list of objectives, background information, exercises, key to exercises, activities, etc. Frequent use is made of diagrams, illustrations, tables, etc. However, characters shown are typically caucasian females. Pre-tests are provided for each chapter. Pre-tests range from 8-15 questions each and the test booklets are consumed. The answer key booklet is set up in a similar format.

The student workbook is designed such that some student responses are put into the workbook. Instances of this are few, however, and it would be possible to use the workbook as a non-consumable item.

COMMENTS

The volume of information presented throughout the resource does not appear sufficient to enable the student to achieve the number and scope of behavioral objectives addressed. The resource would be best suited for use as supplememental material. Repetition of key vocabulary and concepts is not strongly apparent. The resource does not appear to possess motivational qualities and may be difficult to use for some disadvantaged students.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE GENERAL MERCHANDISE BOOK 2

AUTHOR Mathisen

SOURCE Utah State Board of Education
250 East Fifth South
Salt Lake City, Utah 84111

Order #: By title

Price:
$ .50 Pre-test
$2.00 Student workbook
$ .50 Answer key

Copyright: 1975, 1976

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 27 Pre-test
  188 Student workbook
  22 Answer key

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator_______________
- ● reading level _8_ grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ○ student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This resource consists of a student workbook, pre-test and answer key. The student workbook is divided into six chapters:

Men's Clothing Department-Part I
Men's Clothing Department-Part II
Junior Men's Clothing
Boy's Clothing Department
Men's Shoes
Paint Department

Each chapter contains: a list of objectives, background information, exercises, key to exercises, activities, etc. Frequent use is made of diagrams, illustrations, tables, etc. However, characters shown are typically caucasian males. Pre-tests are provided for each chapter. Pre-tests range from 5-17 questions each; the pre-test booklets are consumable. The format of the answer key booklet is similar to that of the pre-tests.

Some student responses are recorded in the workbook; however, it would be possible to use the student workbook as a non-consumable item.

COMMENTS

The volume of information presented throughout the resource does not appear sufficient in light of the number and scope of behavioral objectives addressed. The resource, for this reason, would be best suited for use as supplemental material. Repetition of key vocabulary and concepts is not strongly apparent. The resource does not appear to possess motivational qualities and may be difficult to use with some disadvantaged students.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE GENERAL MERCHANDISE
(Book 3)
AUTHOR Mathisen
SOURCE Utah State Board of Education
250 East Fifth South
Salt Lake City, Utah 84111

Order # by Title Price $ .50 pre-test
$2.00 student workbook
$ .50 answer key

Copyright 1975,1976

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psychomotor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 24 pre-test
161 student workbook
21 answer key

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________
● reading level 9 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● student activities
○ student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This resource consists of a student workbook, a pre-test, and an answer key. The student workbook is divided into six chapters: infants' and toddlers' clothing, children's shoes, fine jewelry, sporting goods-tennis, stockkeeping, and the cashier. Each chapter contains a list of objectives, background information, exercises, key to exercises, activities, etc. Frequent use is made of diagrams, illustrations, tables, etc. All characters shown are caucasians. Pre-tests are provided for each chapter. Pre-tests range from 4 - 12 questions each; the pre-test booklets are consumable. The format of the answer key booklet is similar to that of the pre-tests.

The student workbook is designed such that some student responses are recorded within. Instances of this, however, are few; it would be possible to use the student workbook as a non-consumable item.

COMMENTS

The volume of information presented throughout the resource does not appear sufficient in light of the number and scope of behavioral objectives addressed. The resource, for this reason, would be best suited for use as supplemental material. Repetition of key vocabulary and concepts is not strongly apparent. The resource does not appear to possess motivational qualities and may be difficult to use with some disadvantaged students.

The pre-test items are of a specific nature. It may be possible, therefore, for an individual skilled in distributive education to insufficiently or incorrectly answer some items.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE GREEDY HANDS

AUTHOR

SOURCE Universal Education & Visual Arts
100 Universal City Plaza
Universal City, California 91608

Order#: 18035 Price: $25.00 Copyright: 1962

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator format & phrases used
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 15 min.
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrip and cassette

DESCRIPTION

This manually-advanced filmstrip/cassette presentation is designed to provide the distributive education student with concrete data and suggestions concerning the prevention of shoplifting. Animated characters (male and female Caucasians) are used. The relatively few basic concepts presented are repeatedly displayed and major points are emphasized with "catchy" phrases. Pace is moderate, packaging is simple but durable. A 4-page teacher's guide is provided.

COMMENTS

This resource is informative, brief, and should help motivate disadvantaged students. Its nature lends it for use as supportive material. Learning increments are small. The vocational background (i.e., supermarket, variety store, etc.) is realistically portrayed.

VC
RD

● RECOMMENDED   O NOT RECOMMENDED

TITLE HARDWARE/BUILDING MATERIALS

AUTHOR Cummings, Cutler, Mathisen

SOURCE Utah State Board of Education
250 East Fifth South
Salt Lake City, Utah 84111

Order#: by title
Price: $1.50 Ans. Key
$ .50 pre-test
$2.00 Stu. Wkbk
Copyright: 1977

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine 32 (ans. key)
● number of pages: 157(wkbk)
44(stu. activities book)

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
● reading level 8 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This resource consists of a "student workbook/text," answer key, and a career experiences workbook (with student activities). The former contains 9 chapters: Selling Hardware Supplies, Selling Tools and Accessories, Selling Wall Coverings, Selling Flooring and Ceiling Materials, Selling Lighting Fixtures, Selling Bathroom Supplies and Plumbing Fixtures, Selling Lumber, Selling Kitchen Cabinets, and Receiving Hardware/Building Materials. In addition to content, chapters include a listing of objectives, background information, activities (in some chapters), etc. Illustrations depict Caucasian characters only. The career experiences workbook provides student activities which are keyed to the chapters in the workbook/text.

COMMENTS

Content of the workbook text does not appear sufficient in scope or depth with reference to the stated objectives. Students would have difficulty achieving many high level, problem-solving objectives with the sparse information given.

Text uses a storybook and dialogue format to supply much of the on-the-job information. Definitions of terms and numerous illustrations help clarity. These features may make the resource "adaptable" as a supplement. However, no information is provided for the teacher concerning the incorporation of this resource into an extant or new distributive education program. The resource is not recommended for these reasons.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE HOME FURNISHINGS

AUTHOR Ingleby, Mathisen

SOURCE Utah State Board of Education
250 East Fifth South
Salt Lake City, Utah 84111

Order #: By title Price: $ .50 Pre-test
$2.00 Student Workbook
$ .50 Answer Key

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ● develops world of work concept
- ● promotes development of psycho-motor skills
- ● provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 43 Pre-test
  248 Student Workbook
  33 Answer Key

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ________________
- ● reading level 10 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This resource consists of a student workbook, a pre-test booklet and an answer key booklet. The student workbook is divided into eight chapters:

Contemporary Dining Room and Chairs
Early American Bedroom Sets
Beds, Mattresses, Box Springs and Frames
Transitional Sofa and Chair
Country English Occasional Tables
Draperies
Carpets
Accessory Items

Chapters contain: objectives, content, career experiences (student activities) and keys, illustrations and tables and/or forms. Pre-tests are provided for each chapter. The pre-test is also used for posttesting after the chapter is completed. Some pages in the student workbook are used for recording student responses. The answer key booklet is in a format similar to that of the student workbook.

The goal of the resource is to provide the user with skills necessary to work in retail furniture sales.

COMMENTS

Many objectives are stated in a succinct manner. The resource content pertinent to these objectives is substantial enough for actual student achievement. Some objectives are broadly or ambiguously defined and content pertinent to these objectives is not sufficient for achievement. The story-type dialogue, representative of the content in the resource, only illustrates the skill addressed by the objective.

The resource does not provide information for the teacher concerning implementation or modification of this resource. For this reason and the broadly-stated objectives, this resource is best suited for remedial or supplemental purposes. The MVCRDC finds this resource marginally recommendable.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE HOME FURNISHINGS: BOOK 2

AUTHOR Cummings, Mathisen

SOURCE Utah State Board of Education
250 East Fifth South
Salt Lake City, Utah 84111

Order #: By title Price:
$ .50 Pre-test
$2.00 Student Workbook
$ .50 Answer Key

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 26 Pre-test
176 Student Workbook
30 Answer Key

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ______________
● reading level __7__ grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
○ individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ______________

DESCRIPTION

This resource consists of a consumable student workbook, a pre-test booklet, and an answer key. The student workbook is divided into five chapters:

Selling Ranges and Microwave Ovens
Selling Washers and Dryers
Selling Refrigerators and Freezers
Selling Televisions and Stereos
Selling Dinettes.

Chapters contain: objectives, selected vocabulary, content, career experiences (student activities) and keys, illustrations and charts and/or forms. Pre-tests are provided for each chapter. The pre-tests are used for post-testing as well. The answer key booklet and pre-test booklet are organized according to the chapters in the workbook.

COMMENTS

The resource's objectives are sometimes ambiguous and not always supported by content designed to achieve them. The resource does not contain any information concerning its utilization in a new or established curriculum. MVCRDC staff find this resource marginally acceptable.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE HOW DO YOU STACK UP IN MANAGING PEOPLE?

AUTHOR

SOURCE Distributive Education Materials Lab
1885 Neil Ave.
115 Townshend Hall
The Ohio State University
Columbia, Ohio 43210.

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: _______

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator_______________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
● other Bulletin board display

DESCRIPTION

This is a bulletin board presentation portraying good ideas to use when managing people.

Suggestions presented are:

1. Ask an employee to help instead of demanding or threatening
2. Consider human dignity above pay, promotion, or environment
3. Eliminate double standards
4. The same rules should apply to workers and management
5. Learn to listen...the weakness of a supervisor is being too busy to hear others.
6. Criticize in private...never in front of others
7. Give credit where credit is due
8. Practice kindly persuasion...the art of kindliness is an attribute of the strong
9. Don't be afraid to make changes...the horse and buggy were great for their time.

COMMENTS

Provides a good way to introduce the topic to a class. Characters are amusing.

VC RD

● RECOMMENDED ○ NOT RECOMMENDED

TITLE HUMAN RELATIONS IN MARKETING AND DISTRIBUTION

AUTHOR

SOURCE IML
10 Industrial Education Building
Columbus, Missouri 65211

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine 141 (Student manual)
● number of pages: 162 (Teacher manual)

MATERIAL READABILITY

○ large print format
○ double column copy
● generous paragraph spacing
● high interest level
motivator Case studies
● reading level 10-12 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
● student work sheets
○ review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
● OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

Human Relations in Marketing and Distribution is designed to enable students to control their behavior so that they can relate to others easier.

The instructor's guide contains pre- and post-assessment vehicles, lesson plans, transparency masters, optional activities and a unit evaluation form.

The student guide has assignment sheets, case studies and other activities to enable students to relate to work surroundings.

Instructor's guide	Order #: DE-20-1	Price: $5.00
Student's guide	Order #: DE-20-S	Price: $1.50

COMMENTS

Sex stereotyped roles are portrayed.

This course may not be intrinsically motivating to the disadvantaged student and is recommended with some reservation.

The resource is adaptable to fit student needs.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE HUMAN RELATIONS ON THE JOB

AUTHOR

SOURCE IMC
10 Industrial Education Building
University of Missouri- Columbia
Columbia, Missouri 65211

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 131 (Student manual)
143 (Teacher manual)

MATERIAL READABILITY

○ large print format
○ double column copy
● generous paragraph spacing
● high interest level
motivator Case studies
● reading level 10-12 grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
● bibliography/references
● performance objectives
● student activities
● student work sheets
○ review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
● OH projectuals (Masters)
○ color
● B/W
○ games
○ other ____________

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DESCRIPTION

Human Relations on the Job comes in two parts:

1. Instructor's guide
   #DE18-1 $5.00
2. Student materials
   #DE18-S $1.50

The instructor's materials include transparency masters, lesson plans, pre- and post-assessments, and unit evaluations.

There are 18 lessons designed for 55 minute class periods. The lessons cover: why people work, expectations of employers and employees, organizations, motivation and others. The student materials include learning materials, case studies and work sheets.

COMMENTS

This is a good program. Student materials could be enhanced with more illustrations. It is made interesting through the case studies giving students a chance to figure out why and what enables people to do a good job.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE INNOVATIVE DECA PROJECTS FOR THE URBAN SETTING

AUTHOR Scaccetti

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order#: DE 229 Price: $2.00 Copyright: 1970

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 18

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ______________
- ○ reading level ____grade
- ● reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ○ secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________________

DESCRIPTION

This book outlines five types of projects that disadvantaged inner-city DECA members can undertake and then present in manual form to compete for awards. A major purpose of the projects is to help students develop, building self-confidence and a better self-image as well as competence. The five types of projects are: antipoverty community project; promotion of D.E. and DECA in the community; in-school service projects; local business assistance; and projects designed to encourage inner-city residents to operate their own businesses.

COMMENTS

The scope of some activities or projects listed may involve students beyond the abilities or interest levels typically associated with disadvantaged learners. However, this book may be a teacher aid in planning innovative DECA projects for some disadvantaged students.

● RECOMMENDED   ○ NOT RECOMMENDED

VCRD

TITLE JEFFREY'S DEPARTMENT STORE: EMPLOYEE'S GUIDE
(Retailing Simulation)
AUTHOR Koeninger and Hephner

SOURCE McGraw-Hill
Hightstown, N.J. 08520

Order #: 35231-3 Price: $5.96 Copyright: 1978

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 288 (Employee's Guide)

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator Format
● reading level 11 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
○ review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________

DESCRIPTION

This retailing simulation consists of 10 independent but related mini-simulations organized around five major divisions of a typical department store: merchandizing, sales promotion, operations, personnel, and control.

It is ideally suited for 1- or two-semester 11th and 12th grade DE programs including cooperative and project method classes. It actively involves 5 to 30 students by rotating them through the different divisions and jobs in a department store so that they have the opportunity to apply previously learned basic skills to decision-making situations.

Components include:

The Store Box (#86510-8; $99.00) with forms like sales checks, time sheets, purchase orders, and invoices. It also contains 5 copies of the Employee's guide, 1 copy of the General Manager's handbook, 1 color filmstrip with cassette, 4 decks of merchandise cards, 1 wall chart, and 4 file folders.

The Employee's Guide (#35231-3; $4.47) contains all the information students need to complete the 10 mini-simulations (6 are individualized activities and 4 are group assignments) plus the consumable forms that students complete individually such as sales checks, and inventory records.

The General Manager's Manual (#35230-5; $4.40) aids the manual and key for the teacher to use to introduce this simulation to the students. It also provides helps on how to run the program with different sized groups and with students of different backgrounds. There are performance objectives and competencies identified by Crawford competency numbers.

This simulation would be useful with disadvantaged students because of the unique and interest-inviting format. They may need more direction and explanation than what is offered in the Employee's Guide.

The MVCRDC has only the Employee's Guide. It lists the competency to be developed by the student during each mini-simulation.

This simulation can also be used with any basic marketing text, in particular, Retailing Principles and Practices, Sixth Edition, by Richert, Meyer, Haines, and Harris; and the Occupational Manuals and Projects in Marketing Series, Second Edition.

Extra forms may be ordered for the Store Box when needed. (#86511-6; $39.00)

● RECOMMENDED ○ NOT RECOMMENDED

TITLE KNOW YOUR TRAINING STATION

AUTHOR

SOURCE Distributive Education Materials Lab
1885 Neil Ave.
115 Townshend Hall
The Ohio State University
Columbia, Ohio 43210
Order #: C-E4 Price: $.25

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 17

MATERIAL READABILITY

○ large print format
○ double column copy
● generous paragraph spacing
○ high interest level
motivator Activities
● reading level 10 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

The stated purpose of this short booklet is to "assist [students] in organizing information about [their] stores and in analyzing the various duties and responsibilites of [their] jobs.

The booklet is comprised of worksheets for students to complete about the store they work in and their jobs. Titles of these worksheets include (1) Basic Facts About My Store, (2) Rules and Regulations of My Store, (3) Layout of My Store or Department, (4) Sales Tickets, (5) Other System Forms Used In My Store, (6) A List of My Duties in My Store, (7) Credit Policy and Procedure Used by My Store, and (8) Advertising and Publicity Used By My Store.

COMMENTS

The outline in the booklet appears to fit most work situations in stores. For those jobs that do not fit, a supply of blank pages is provided at the back of the booklet so that students can record experiences not otherwise outlined. Use of the booklet as a "homework" activity assigned to students currently employed should be accompanied by teacher-directed class discussion.

● RECOMMENDED   ○ NOT RECOMMENDED

TITLE	LIFE INSURANCE AGENT BOOK 1
AUTHOR	Burton, Mathisen
SOURCE	Utah State Board of Education 250 East Fifth South Salt Lake City, Utah 84111

Order #: By title Price: $ .50 Pre-test
$2.00 Student Workbook

SUBJECT AREA	Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psychomotor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 25 Pre-test, 174 Student workbook

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator__________
- ● reading level 12 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other __________

DESCRIPTION

This resource consists of a consumable student workbook and a pre-test booklet. The student workbook is divided into 5 chapters:

Selling a 20-Year $10,000 Decreasing Term Policy
Selling a Five-Year Renewable and Convertible Term Insurance Policy
Selling a $10,000 Endowment at Age Sixty-Five Insurance Policy
Selling a $25,000 Whole Life Insurance Policy.

Chapters contain: objectives, content, career experiences and keys (student activities), and numerous reduced tables and forms. The pre-test booklet, which is laid out in a similar manner as the workbook, is used for pre- and posttesting.

COMMENTS

Many objectives are stated in a succinct manner. The content pertinent to these objectives is substantial enough for actual student achievement of the stated objective. There are, however, some objectives which are broadly defined. Content pertinent to these objectives is in no way sufficient for actual student achievement. The story-type dialog used in support of these objectives does little more than illustrate the skills.

The resource does not provide information for the teacher concerning implementation or modification of this resource. For this reason and the broadly-stated objectives, it is necessary that the resource be used for supplemental or remedial purposes only. The MVCRDC marginally recommends it.

VC
RD

● RECOMMENDED ○ NOT RECOMMENDED

TITLE PETROLEUM - PRACTICE SET - COMMUNICATIONS

AUTHOR

SOURCE
Distributive Education Materials Lab
1885 Neil Avenue
115 Townshend Hall
The Ohio State University
Columbia, Ohio 43210

Order #: A-D3 Price: $3.00 Copyright: Not available

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 50

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator______________
- ● reading level 9 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ○ review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________________

DESCRIPTION

This material is, as the title implies, a series of practice sets that are designed to improve communication skills for the garage mechanic. They are essentially a series of scripts that involve role playing and completing assigned exercises establishing the stated competencies. Several forms are provided in order to carry out the exercises. These include student instructions, work order forms, student memo forms, customer's instructions, judges evaluation form, customer scripts, etc.

COMMENTS

This material is well suited for the disadvantaged. It is competency based. Relevant, in that it is geared for use in the students field. It involves active exercises, role playing, and peer group work. These practice sets can be rearranged or easily modified. The forms can be duplicated and used by the individual participants.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE RETAIL SELLING

AUTHOR Bodle and Corey

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, N.J. 08520
Order #: 06371-0 (Text) Price: $9.21 Copyright: 1972
06373-7 (Lab man.) $3.99
06372-9 (Tchr. man.) $3.00

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 424

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level
motivator______________
● reading level 6.5 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
○ student activities
○ student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ______________

DESCRIPTION

This text emphasizes basic retail selling skills such as: serving customers, stockkeeping, completing sales slips, cashiering, wrapping, maintaining a work station, and selling. It also covers the salesperson's viewpoint on: buying, advertising, and promotion. It is job-oriented and each chapter ends with review questions, vocabulary exercises, and assignments.

A lab manual is available containing numerous forms, i.e., sales checks, inventory sheets, etc.

The Teacher's Manual and Key contains answers to both the text- and workbooks, teaching suggestions, and an objective test and key.

COMMENTS

The text is not interesting in appearance.

The learning increments appear usable for disadvantaged students.

The objectives are not always specifically stated.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE SALESMAN'S APPEARANCE
"DO GOOD LOOKS COUNT IN SELLING"

AUTHOR

SOURCE Distributive Education Materials Lab
1885 Neil Avenue
115 Townshend Hall
Columbus, Ohio 43210
The Ohio State University
Order #: A-G5 Price: $2.00

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 22

MATERIAL READABILITY

- ● large print format
- ● double column copy
- ● generous paragraph spacing
- ● high interest level motivator Cartoons
- ● reading level 6.5 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ● color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ○ secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

DESCRIPTION

This learning package consists of 3 pages of information on "How to Dress for a Store" and 19 pages of large size headings and pictures for bulletin boards on the subject.

Some suggestions are provided for subheadings to be used with the pictures. For example, with a picture of a horse, the subheading, "Some people just aren't well groomed," is suggested.

COMMENTS

The emphasis on appearance in selling is made with animals and "cute" captions that may be offensive to some students. An example is the picture of a hippo and the caption, "Some are too fat."

The information sheets show sex bias and a traditional, conservative viewpoint that may be inappropriate for many stores today.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE SALES TIPS

AUTHOR

SOURCE
Distributive Education Materials Lab
1885 Neil Ave.
115 Townshend Hall
The Ohio State University
Columbia, Ohio 43210

Order #: C-G4 Price: $2.00

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ○ number of pages: ________

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level _____grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ● color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ○ secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This is a bulletin board display of sales tips. It is comprised of several 8 1/2 x 11" cards that when placed on the bulletin board spells out "Sales Tips" and displays several captioned cartoons. The messages include tips such as, "Be hard to discourage, more deals are lost because a salesman gives up too easily than for any other reason." There are ten such cartoons and captions.

COMMENTS

This would be appropriate for a unit on the characteristics of a good salesperson.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE SELLING: A GOOD WAY TO EARN A LIVING

AUTHOR Buland

SOURCE Educational Design, Inc.
47 West 13 St.
New York, N.Y. 10011

Order #: 572 Price: $86.00 Copyright: 1970

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 128

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level _____grade
- ● reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ● film loop/strip ~~16mm~~ 35mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length varies min.
- ● OH projectuals
- ● color
- ○ B/W
- ○ games
- ● other posters, cards, etc.

DESCRIPTION

Selling: a good way to earn a living contains a cassette, two filmstrips without sound, duplicating masters, picture cards, roleplay dialogues, posters, miscellaneous cards, student books entitled "Smart Selling," and instructor's guide. All materials are reusable. There are 12 units:

1. What is a Salesman?
2. A Look at the Sales Job
3. Getting the Sales Job
4. Keeping the Sales Job
5. Getting Ahead in Selling
6. Buyers: Why They Buy and Where They Are Found
7. Knowledge of Product, Competition and Customer
8. An Overview of the Sales Call
7. Knowledge of Product, Competition, and Customer
8. An Overview of the Sales Call
9. Benefit Selling, Part 1
10. Benefit Selling, Part 2
11. Overcoming Objections and Closing the Sale
12. Practice Selling; How to Keep Customers

The instructor's guide is the key to the program. It has the narration for the filmstrips, pattern for use, and all necessary instructions and answers for administering the program. Unit is packaged neatly in a box.

COMMENTS

It is flagrantly sex biased.

Program is complex. Would best be used to teach an entire class rather than as supplemental material.

Will require time and study to learn to use smoothly and correctly. Could be too advanced for disadvantaged students wtihout the instructor toning down the program.

It does stress the vocational aspect of selling and leads away from "higher education."

● RECOMMENDED ○ NOT RECOMMENDED

TITLE SELLING LAND, CUSTOM-BUILT HOUSES, AND COMMERCIAL PROPERTY

AUTHOR Maass, Mathisen

SOURCE Utah State Board of Education
250 East Fifth South
Salt Lake City, Utah 84111

Order #: By title

Price:
$ .50 Pre-test
$2.00 Student Workbook
$ .50 Answer Key

Copyright: 1976

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 24 Pre-test
  124 Student Workbook
  16 Answer Key

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ______________
- ● reading level 6.5 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ○ student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ______________

DESCRIPTION

This resource consists of a student workbook, a pre-test and an answer key. The student workbook is divided into three chapters: Selling One-third Acre of Improved Ground, Selling Houses From Building Plans and Listing and Selling Commercial Real Estate. In addition to course content, each chapter contains a list of objectives, selected vocabulary, learning events and respective keys. Frequent use is made of diagrams, illustrations, tables, etc. Some of the diagrams are highly detailed and perhaps difficult to read. All characters shown are caucasians. Pre-tests, provided for each chapter, range from 13-20 questions each. The pre-test booklets are consumable; the answer key and student workbook are not consumed.

COMMENTS

Resource content is consistent with stated objectives. Frequent use of actual real estate documents enables the resource to maintain a high degree or reality. The complexity of the documents and subject matter in general may make utilization on this resource difficult with some disadvantaged students. Reading level is of particular significance in this consideration.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE SERVICE STATION TECHNOLOGY

AUTHOR

SOURCE Distributive Education Materials Lab
1885 Neil Ave.
115 Townshend Hall
The Ohio State University
Columbia, Ohio 43210
Order #: A-H3 Price: $4.00

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 162

MATERIAL READABILITY

- ● large print format
- ● double column copy
- ● generous paragraph spacing
- ● high interest level motivator cartoons
- ● reading level 11 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

DESCRIPTION

Manual's 6 chapters are titled:

1. Career Opportunities
2. Service Station Operation
3. Customer Service
4. Management Problems
5. Automotive Problem Solving
6. Training Plans

Lists of Industry Sources and Other Resources are included.

COMMENTS

Contents of the manual are intended as "pertinent information that could be explained to high school students in an entire class setting" or as "a resource guide in developing independent student projects.
is not intended to be used as a complete, self-contained unit on service stations. No objectives, review questions, tests, worksheets, or activities are included.

Manual would be most useful when used in parts - with certain sections given to students as supplementary information or with transparencies made from the excellent charts, graphs, cartoon, illustrations, etc.

Content is made very readable by the large-type headings, numerous illustrations, and interesting format.

VC
RD

● RECOMMENDED ○ NOT RECOMMENDED

TITLE	STORE SECURITY: CHECK CASHING PROCEDURES AND CASH CONTROL HANDLING
AUTHOR	Hawley
SOURCE	Distributive Education Materials Lab 1885 Neil Avenue 115 Townshend Hall The Ohio State University Columbia, Ohio 43210

Order #: B-H4 Price: $3.00 Copyright: UNK

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 65

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level _____grade
- ● reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ○ secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ● performance objectives
- ● student activities
- ○ student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ● OH projectuals (Masters)
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This is a basic outline for a course to create clerk/cashier awareness for accepting checks. It also teaches what to do when a person is purposely passing fraudulent checks. It is designed to be taught in four sessions of about two hours each.

Transparency masters are provided which can double as hand-outs.

COMMENTS

This resource can be easily modified to suit the teacher's or student's needs.

The quality of the copy reviewed by MVCRDC was poor, making legible reproduction of masters impossible.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE STORE SECURITY
REDUCING SHOPLIFTING

AUTHOR

SOURCE
Distributive Educations Materials Lab
1885 Neil Ave.
115 Townshend Hall
The Ohio State University
Columbia, Ohio 43210
Order #: B-I3 Price: $3.00 Copyright:

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ○ number of pages: 58

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ● generous paragraph spacing
- ○ high interest level motivator_______________
- ● reading level 10 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ○ secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ● performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

Manual consists of a variety of resource tools for a distributive education teacher to use in lesson planning. Included in the manual are (1) purposes and objectives, (2) resources, (3) nine units:

Psychology of Shoplifting
Ohio's Shoplifting Law
The 10 Types of Shoplifters
Tools Used by Shoplifters
Factors that Contribute to Shoplifting
Methods the Retail Employee Uses to Reduce Shoplifting
What to Do and What to Avoid When You Spot a Shoplifter
The Recognition, Detection, and Apprehension of the Shoplifter
How to Interview the Shoplifter

Handouts are included, such as cases, review questions, and thought questions.

COMMENTS

Both general goals and specific objectives of the manual are given. Content is presented in outline form of major concepts with corresponding student activities and teaching methods. This resource is an excellent teacher resource with useful student materials, but it should be used as teaching supplement, revised to meet specific individual and class needs. Some of the "information handouts" may be too difficult to read for the disadvantaged student.

Sex stereotyping is shown in many examples.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE STORY OF THE YELLOW PAGES

AUTHOR

SOURCE
Distributive Education Materials
Ohio State University
115 Townshend Hall
1885 Neil Ave.
Columbus, Ohio 43210

Order #: W7 Price: $25.00 Copyright 1977

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
● provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 16

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator____________
○ reading level ____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● student activities
○ student work sheets
○ review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
● 35mm slide w/cassette
● length ±45 min.
○ OH projectuals
● color
○ B/W
○ games
○ other ____________

DESCRIPTION

This presentation was developed to provide students with a brief introduction to the Yellow Pages as an advertising medium and marketing tool. The presentation time for the slides is 20 minutes. However, questions are asked throughout the presentation, when the teacher would want to stop the tape and let the students answer. The presentation provides the answers. An intructor's guide containing preparation suggestions and the script is provided.

COMMENTS

The presentation is sex-biased, portraying sex stereotypical roles and using generic "he". It is an interesting presentation but may move too fast in some places and may use too many statistics. The program is modifiable to instructor/student needs.

VC
RD

● RECOMMENDED ○ NOT RECOMMENDED

TITLE THIRTY HOUR TRAINING PROGRAM FOR OCCUPATIONAL WORK ADJUSTMENT STUDENTS

AUTHOR Casey & MacFarlane

SOURCE Distributive Education Materials
1885 Neil Avenue
115 Townshend Hall
Ohio State University
Columbia, Ohio 43210

Order #: B-K2 Price: $2.00

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 49

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level
motivator________________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
● teacher resource
● administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● student activities
○ student work sheets
● review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

Thirty-Hour Training Program for Occupational Work Adjustment Students is designed to provide students with deteriorating attitudes about authority with an opportunity to work with administrators in a positive enviroment. This program has units on Good Work Habits, Applying for a Job, and Know Your Job Station. A student booklet is referred to in this program but was not available for review by the MVCRDC.

The program is useful without the student booklet.

COMMENTS

The pre- and post-tests use authoritarian language ("rules," "command." etc.) when less dictator-type words and phrases might have been adviseable considering the population.

The format is good, modifiable, and easy to-use.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE VALUES FOR DISTRIBUTIVE EDUCATION

AUTHOR Mattingly, Kitzmiller

SOURCE Distributive Education Materials Laboratory
Ohio State University
115 Townshend Hall
1885 Neil Avenue
Columbus, Ohio 43210

Order #: By title Price: $3.00 Copyright: 1974

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 120

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
● bibliography/references
● performance objectives
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________

DESCRIPTION

This publication is based on the application of value clarification to Distributive Education. Content covers the following areas: Introduction to Value Clarification, Orientation to D.E., Career Decisions, Job Orientation, Personality Development, Human Relations, Leadership Management and Decision Making, Salesmanship, and Advertising. Topics under each area have objectives, activities, and teacher notes.

COMMENTS

The goal of this publication is to link up the principles of value clarification to the content of Distributive Education. This may be of use with many disadvantaged students.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE WORD PUZZLES FOR D.E.

AUTHOR Everhardt

SOURCE Distributive Education Materials Laboratory
1885 Neil Avenue
115 Townshend Hall
Columbus, Ohio 43210

Order #: By title Price: $3.00

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 85

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ______
- ● reading level 5-7 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ○ review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ● games
- ○ other ______

DESCRIPTION

This publication consists of puzzles which contain an array of letters, some of which spell out words. The puzzles are designed for use with Distributive Education classes and have, as an integral element, a series of statements which utilize the sought words. Answer keys are included.

COMMENTS

This puzzle book may be useful with disadvantaged students either as a learning or as a testing device.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE ABC's OF DRAFTING

AUTHOR Bohr

SOURCE Career Aids, Inc.
8950 Lurline Ave.
Chatsworth, California 91311

Order #: SXABC Price: $157.00 Copyright: 1975

SUBJECT AREA Drafting

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ○ number of pages: ________

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level _____grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ● OH projectuals
- ● color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

The ABC's of Drafting is a set of 36 transparencies (some with multiple overlays), instructor's guide, and classroom chart of drafting abbreviations packaged in sturdy box.

The transparencies cover all the basics of drafting.

The instructor's guide gives an introduction, advantages of the program, suggestions and description of each transparency.

They are well made of durable transparency sheets in one piece construction.

COMMENTS

Good use of color throughout the series.

Can be used as a whole program in beginning drafting or as supplement.

Some additional items (transparent protractors, rulers, etc.) and blocks may need to be purchased or made to achieve greatest effectiveness.

VC RD

● RECOMMENDED ○ NOT RECOMMENDED

TITLE BASIC DRAFTING

AUTHOR Feirer & Lindbeck

SOURCE Charles A. Bennett Co., Inc.
809 W. Detweiller Drive
Dept. F8
Peoria, Illinois 61614

Order #: 273-3 Price: $2.94 Copyright: 1978

SUBJECT AREA Drafting

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 168

MATERIAL READABILITY

- ● large print format
- ● double column copy
- ○ generous paragraph spacing
- ● high interest level motivator illustrations
- ● reading level 6 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

Basic Drafting is divided into 28 units covering measuring vertical, horizontal, and slanted lines; circle, arc and irregular curves; scale; instruments working drawings; map; graphs and charts; and others.

There are a few review questions at the end of each unit.

COMMENTS

Good introductory text. Written simply and useably. Good sexual and racial integration is used in this text.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE BUILDNG TRADES: BLUEPRINT READING AND SKETCHING

AUTHOR

SOURCE Delmar Publishers
50 Wolf Road
Albany, New York, 12205

Order#: Stu. text 1065-X Price: $5.40
Tchr. man. 1066-8 $1.35

SUBJECT AREA Drafting

FEATURES FOR DISADVANTAGED STUDENTS

0 develops self-worth concept
● develops world of work concept
0 promotes development of psychomotor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
● paper bound
0 loose leaf
0 stapled
0 plastic spine
● number of pages: 187 stu. text
20 instr. man.

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 high interest level
motivator ______________
● reading level 8.5 grade
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
● charts/graphs
● B/W
0 color

INTENDED USE

● student resource
● teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
0 bibliography/references
● performance objectives
● student activities
0 student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
0 length ____ min.
0 OH projectuals
0 color
0 B/W
0 games
0 other ______________

DESCRIPTION

The text is divided into three parts comprising 28 units. Part one is basic blueprint reading. Part two is trade sketching. Part three describes a construction shack blueprint and a two-car brick garage blueprint. The text is well illustrated. An instructor's guide is available providing answers to the questions in the text.

COMMENTS

Some of the units deal with sketching of isometrics, and dimensioning of isometrics. In spite of that and the reading level the majority of the text is within the ability of some disadvantaged youth. The use of drawings and illustrations is helpful.

● RECOMMENDED ○ NOT RECOMMENDED

VC
RD

TITLE BLUE PRINT READING FOR COMMERCIAL CONSTRUCTION

AUTHOR Willis

SOURCE Litton Educational Publishing
7625 Empire Drive
Florence, Kentucky 41042

ISBN #0827316542 Price $7.20 Copyright 1979

SUBJECT AREA Drafting

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 346

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level
motivator________________
● reading level 12 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This text is divided into nine sections with a total of thirty-two units of instruction. The sections are as follows: Learning The Language, Construction Contract Documents, Foundation Work, Wood Framing Work, Reinforced Concrete Work, Masonry Work, Structural Steel Work, Finish Carpentry Work, and Mechanical and Electrical Work. The units include review questions, many of which engage the student in reading and sketching blueprints and plans. Technical terms are carefully defined in each unit as they appear. The text includes a glossary for reference.

COMMENTS

This text is well ordered and progresses in a sound, logical order. The text is well illustrated with numerous drawings, charts, and examples. Although not designed specifically for the disadvantaged youth, it might well be useful with this popluation. The resource lacks acks built-in motivational techniques and the reading level may be too high; however, these faults can be over come by the individual instructor.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE DRAFTING

AUTHOR Hartman

SOURCE State Department of Vocational and Technical Education
Curriculum and Instructional Materials Center
1515 West Sixth Street
Stillwater,

Order #: By title Price: See back Copyright: 1972

SUBJECT AREA Drafting

FEATURES FOR DISADVANTAGED STUDENTS

- 0 develops self-worth concept
- ● develops world of work concept
- 0 promotes development of psycho-motor skills
- 0 provides immediate feedback
- 0 modifiable instructional format
- 0 reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- 0 hardbound
- 0 paper bound
- ● loose leaf
- 0 stapled
- 0 plastic spine
- 0 number of pages: 13 units (student edition)

MATERIAL READABILITY

- 0 large print format
- 0 double column copy
- 0 generous paragraph spacing
- ● high interest level motivator Good visuals
- ● reading level 6-7 grade
- 0 reading level: professional

ILLUSTRATIONS

- 0 drawings/cartoons
- 0 photographs
- 0 charts/graphs
- ● B/W
- 0 color

INTENDED USE

- ● student resource
- ● teacher resource
- 0 administrator resource
- 0 individual instruction
- ● group instruction
- ● secondary
- 0 post-secondary

INSTRUCTIONAL FORMAT

- 0 subject index
- 0 bibliography/references
- 0 performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip 8mm
- 0 film loop/strip 16mm
- 0 film reel-to-reel 8mm
- 0 film reel-to-reel 16mm
- 0 35mm slide
- 0 35mm slide w/cassette
- 0 length _____ min.
- 0 OH projectuals
- 0 color
- 0 B/W
- 0 games
- 0 other ____________________

DESCRIPTION

These publications provide the essentials for the initiation of a beginning level drafting program. Units of instruction have been developed in the following areas: orientation, equipment, plate information, lettering, and scale usage. Units are composed of objectives, suggested activities, information sheets, assignment sheets and tests. Transparency masters are also included.

Student manual Price: $5.00
Teachers Manual Price: $15.00

COMMENTS

The publications present industrial drafting techniques in a systematic step-by-step manner. The technical level and manner of presentation facilitates the use of this material with regular or disadvantaged vocational students. The breadth of some units may enable them to be used in other vocational areas which deal with drawings.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE ELEMENTARY BLUE PRINT READING FOR BEGINNERS IN MACHINE SHOP PRACTICE

AUTHOR Ahr

SOURCE Delmar Publishers
50 Wolf Road
Albany, New York 12205

Stu. text 0083-2 $2.40
Order#: Tchr. man. 0084-0 Price: 1.35

SUBJECT AREA Drafting

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 113 stu. text
  78 tchr. man.

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ● reading level 8-10 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This text is designed to be used in conjunction with the instructional plan provided in the teacher's manual. The teacher's manual is broken down into individual lessons or units. A lesson outline is provided for each of the 21 units. They include objectives, instructional materials required, and study questions. The text mainly covers blueprint reading for the machine shop. Such topics as three view projection, scale drawings, cylindrical work, full section, half section, dimensioning, topped holes, and other representations needed for machine shop work are included.

COMMENTS

The student text is basically a workbook with illustrations and problems. The teacher's manual is an outline or guideline for the individual lessons. This material is suitable for use with the disadvantaged in that the instructor has a great deal of flexibility in presenting the information for various learning styles and/or paces.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE EXPLORATORY DRAFTING
(Series of 10 - See back)

AUTHOR Titles have different authors.

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: See back Price: $3.75 Copyright: 1970-71

SUBJECT AREA Drafting

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
● plastic spine
● number of pages: ± 90/booklet

MATERIAL READABILITY

○ large print format
○ double column copy
● generous paragraph spacing
● high interest level
motivator Drafting in trade areas
● reading level 7.5 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This is a series of 10 booklets showing the use of drafting in different trade areas. The booklets are broken into 3 units: Basic drafting tools, basic blueprint reading, and specific trade drafting. These are introductory booklets designed to expose the student to how drafting is used in particular vocational areas.

The booklets are:

	Order #:
Auto Body Repair	DR - 154
Auto Mechanics	DR - 155
Carpentry	DR - 156
Commercial Art	DR - 157
Electronics	DR - 158
Horticulture	DR - 159
Machine Shop	DR - 160
Masonry	DR - 161
Printing	DR - 162
Sheet Metal	DR - 163

COMMENTS

The use of illustrations is good. Many of the illustrations could be used for making overhead transparencies. The format is well suited for disadvantaged students as the books are trade-specific to their area of interest.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE EXPLORING DRAFTING

AUTHOR Walker

SOURCE Goodheart-Willcox
123 West Taft Drive
South Holland, Illinois 60473

Order #: see back   Price: see back   Copyright: see back

SUBJECT AREA Drafting

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound text
○ paper bound
○ loose leaf
● stapled wkbk
○ plastic spine
○ number of pages: 320 text
121 wkbk

MATERIAL READABILITY

○ large print format
○ double column copy
● generous paragraph spacing
○ high interest level motivator________________
● reading level 11 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
● color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This is a basic drafting text designed to be used for a six, nine, eighteen, or thirty-six week program using other selected material. Topic areas are:

Why Study Drafting
Drafting Tools
Geometrical Construction
Multiview Drawings
Shop Notes
Auxiliary Views
Pattern Development
Print Making
Charts and Graphs
Welding Drawings
Electrical Drafting
Automated Drafting
Drafting Aids
Drafting Occupations
Shop Sketching
Drafting Techniques
Lettering
Dimensioning
Sectional Views
Pictorials
Working Drawings
Maps
Manufacturing Processes
Fasteners
Architectural Drafting
Models
Design in Industrial Arts
Metrication in Drafting

The workbook provides additional problems used to reinforce the text content.

Title	Order Number	Price	Copyright
Exploring Drafting	262	$6.96	1978
Workbook For Use with Exploring Drafting	2611	$3.96	1978

COMMENTS

This text and workbook was not designed specifically disadvantaged students, but has features making it suitable for them. The illustrations are excellent. The type-face is large, paragraph spacing is generous and sub-sections within are clearly labeled. Illustrations help with motivation. The readability level is high, probably due to technical terms which the instructor would need to introduce and explain to students.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE BASIC ELECTRICITY

AUTHOR Miller

SOURCE Charles A. Bennett, Co., Inc.
809 West Detweiller Dirve
Dept. F8
Peoria, Illinois 61614

Order #: 276-8 Price $2.94 Copyright: 1978

SUBJECT AREA Electricity

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 172

MATERIAL READABILITY

● large print format
● double column copy
○ generous paragraph spacing
● high interest level
motivator illustrations
● reading level 8 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
○ B/W
● color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

Basic Electricity has 20 units covering safety, fundamentals, measurement, resistance, resistors, inductors, wiring, communications, saving electricity, and projects.

There are a few review questions at the end of each unit.

COMMENTS

This text is sexually and racially fair.

The text is written simply and informatively making this an excellent introductory text.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE BASIC ELECTRICITY FOR APPLIANCES
(50 overhead transparencies)

AUTHOR

SOURCE Whirlpool Corporation
Consumer Affairs Training Ct.
Benton Harbor, Michigan 49022

Order #: 603002 Price: $25.00

SUBJECT AREA Electricity

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of transparencies 50

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ______________
○ reading level ____grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____min.
● OH projectuals
○ color
● B/W
○ games
○ other ________________

DESCRIPTION

Transparencies are durable, clear, and well-made. No manual, instructions, or list of topics/titles is included in the package. All transparencies include drawings. Examples of figure headings are:

- dialectric heading in plywood fabrication
- checking receptacle with voltmeter
- effect of current on human body
- proper connection of ground rod at service entrance
- representative group of fuses
- basic elements of a housewiring system
- refridgerator thermostat assembly
- principle of the bimetal strip
- water-level switch
- hot-wire relay
- discharging a capacitor
- wiring diagram of drive motor
- thermoelectric effect
- electrical abbreviations
- wiring diagram symbols
- OHM's Law
- lines of force in and around a magnet
- graph of changing voltage in an AC generator
- typical starting kit

COMMENTS

Transparencies provide good visual supplement to a more basic, simplified text and teacher discussions appropriate for disadvantaged vocational students.

A Reading Tape Program (#603003) is also available from Whirlpool Corp. to accompany the transparencies.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE	BASIC ELECTRICITY: 4 PARTS
AUTHOR	Kilmer
SOURCE	Vocational-Technical Curriculum Laboratory Rutgers University Bldg. 4103-Kilmer Campus New Brunswick, New Jersey 08903
	Order #: EY-435 Price: $9.00/set Copyright: 1977
SUBJECT AREA	Electricity

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 322

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ______________
● reading level 3-5 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________________

DESCRIPTION

This simply written series is available in four parts: 1) Shop Safety, Tools, Electrical Symbols and Circuits, 2) Electrical Theory, Magnetism, 3) OHM's Law, Voltages, Measuring Voltage and Current, Watt-Hour Meter, and 4) Splicing Wires, Grounding, Signal Systems. New vocabulary is stressed throughout, and simple assignments are included with lessons.

COMMENTS

This series uses the simplist possible language. It is suitable for beginners in the trade who are poor readers. Although the series is printed in four separate booklets, it is available only in complete sets. The booklets can be easily used for either group or individual instruction.

● RECOMMENDED   0 NOT RECOMMENDED

VCRD

TITLE ELECTRICITY

AUTHOR Smith

SOURCE Esp, Inc.
1201 E. Johnson, Box 5037
Jonesboro, Arkansas 72401

Order #: S-19 Price: $4.00

SUBJECT AREA Electricity

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 24

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator_______________
● reading level 8 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
○ student activities
● student work sheets
○ review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

Electricity is a book of 24 liquid duplicating masters designed to supplement texts and discussions about this subject. A chart is provided in the front to correlate text to worksheets. Answers and suggestions are on the teacher's side of the master copies.

Worksheets are:

1. What is Electricity
2. Electrons
3. Magnets
4. Batteries
5. Electromagnets
6. Telegraphs
7. Electrical Measurements
8. How Electricity Produces Heat
9. Telephones
10. Electric Lights
11. How Electricity is Generated
12. Induction
13. Electrical Power Distribution
14. Electricity and the Automobile
15. Messages Through Space
16. Radio
17. Television
18. Radar
19. Electrons and Light
20. Electron Tubes
21. Electronics and Health
22. Electrical Work as a Career
23. Tools of the Trade
24. Atomic Energy

COMMENTS

Excellent supplementary material. Also will give student practice with vocabulary.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE ELECTRICITY AND BASIC ELECTRONICS

AUTHOR Matt

SOURCE Goodheart - Willcox Company
123 W. Taft Drive
South Holland, Illinois 60473

Order #: 2298 Price: $9.96 Copyright: 1977

SUBJECT AREA Electricity

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 320

MATERIAL READABILITY

○ large print format
● double column copy
○ generous paragraph spacing
● high interest level motivator illustrations
● reading level 10.5 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
● color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
○ student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

The text is divided into 20 chapters, a reference section, dictionary of terms, and an index. Each chapter has discussion questions at the end. The instructor's guide contains answers to review questions and suggestions for achieving maximum effectiveness and interest when using this resource.

The chapters include: sources of electricity, Ohm's law, meters, motors, inductive reactance and impedance, transistors, power supplies and the oscilloscope, career opportunities, and others.

COMMENTS

The book is lavishly illustrated, uses short sentences and simple terms. When new terms are introduced they are defined. Required math is kept as simple as possible. Questions at back are basic but meaningful.

Readability level is rated high because of vocational-technical terms pertinent to the subject area. This should be a useable resource for disadvantaged students.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE ELECTRICITY ELECTRONICS DICTIONARY

AUTHOR Gerrish

SOURCE Goodheart - Willcox Company
123 West Taft Drive
South Holland, Illinois 60473

Order #: 1186 Price: $5.28 Copyright: 1970

SUBJECT AREA Electricity

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 128

MATERIAL READABILITY

○ large print format
● double column copy
○ generous paragraph spacing
○ high interest level motivator________________
● reading level 12 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This dictionary contains an alphabetical listing of electricity and electronics terms not usually found in ordinary reference dictionaries, common abbreviations, mathematical symbols, schematic symbols, Greek letter symbols, and common formulas.

COMMENTS

There are many illustrations accompanying the definitions in the book.

Some definitions are written in complex technical jargon. On the whole, this is a good reference.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE ELECTRICITY: PRINCIPLES AND APPLICATIONS

AUTHOR Fowler

SOURCE McGraw Hill
Book Distribution Center
Hightstown, New Jersey 08520

Order #: 21706-8 (tchr. man) Price: $2.00 Copyright: 1979
21705-X (act. man) $5.97
21704-1 (text) $8.22

SUBJECT AREA Electricity

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ● promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ● hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 322 text
  140 act. man.

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator_______________
- ● reading level 12 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ● charts/graphs
- ● B/W
- ● color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

The chapters are:

Basic Concepts
Electrical Quantities and Units
Basic Circuits, Laws, and Measurements
Circuit Components
Multiple Load Circuits
Magnetism and Electromagnetism
Basic Measurement Instruments
Alternating Current and Voltage
Power in AC Circuits
Inductance
Transformers
Capacitance
RC and L Circuits
AC Measurements

An activities manual is available which includes tests and lab experiments. These experiments contain purpose, materials needed and the procedure. A teacher manual is available but was not available at MVCRDC at this writing.

COMMENTS

This material is not designed specifically for disadvantaged students. Arithmetic and basic algebra (solving equations with one unknown quantity) are used in explaining and solving electrical problems. This resource assumes the student is self-motivated and has a prohibitive reading level, therefore, it is not recommended.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE EXPLORING ELECTRICITY ELECTRONICS WITH THE ELECTRICAL TEAM

AUTHOR Rollain and Kraus

SOURCE Delmar Publishers
50 Wolf Road
Albany, N.Y. 12205

Order #: 1168-0 Instructor's guide Price: $2.55 Instructor's guide
Order #: 1166-4 Student text Price: $7.35 Student text

SUBJECT AREA Electricity

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ● hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 194 (Student text)
  53 (Teacher's guide)

MATERIAL READABILITY

- ○ large print format
- ● double column copy
- ● generous paragraph spacing
- ○ high interest level motivator ______________
- ● reading level 12+ grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ● charts/graphs
- ● B/W
- ● color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________________

DESCRIPTION

Exploring Electricity Electronics with the Electrical Team includes units ranging from What is Electricity? to meters to magnetism to resistors. Each unit concludes with terms to be defined, a quiz, and a research assignment. Terms are defined as encountered in the text. Many illustrations help student gain clear understanding.

Instructors guide has answers to review questions and tests for groups of units, and schematic drawings.

COMMENTS

The reading level is rated higher than it actually is due to electrical terms.

This is a good basic text for the new student in electricity/electronics. Concepts are presented clearly and interestingly.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE HOUSE WIRING SIMPLIFIED

AUTHOR Mix

SOURCE Goodheart-Willcox Co., Inc.
123 West Taft Drive
South Holland, Illinois 60473

Order #: 2301 Price: $6.48 Copyright: 1977

SUBJECT AREA Electricity

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ● hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 176

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ● generous paragraph spacing
- ○ high interest level motivator______________
- ● reading level 8 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other __________________

DESCRIPTION

This book is divided into 13 chapters plus a section of "useful information," a dictionary of terms, and an index. The chapters cover conductors, switches, safety, basic wiring systems and procedures, service requirements, etc. Each chapter has a review section. The answers to the reviews are found at the back of the book.

COMMENTS

The book uses sex biased language. The easy-to-understand drawings show how to install wiring that will be safe and efficient. Both old and new homes are covered. A good fundamentals book appropriate for the disadvantaged.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE HOW ELECTRICITY WORKS
(Series of 2, see back)

AUTHOR

SOURCE Universal Education and Visual Arts
100 Universal City Plaza
Universal City, California 91608

Order #: 18050 Price: $25.00 Copyright: 1971

SUBJECT AREA Electricity

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 10 min. each
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrips/cassettes

DESCRIPTION

This set contains 2 filmstrips with cassettes and a teacher guide packaged in a cardboard box.

Part I - Presents basic principles of electricity: what it is, conductors vs. insulators, etc.

Part II- Presents safety measures and hazards commonly found in the home.

The filmstrip advances manually.

Mostly animation.

COMMENTS

Although designed for home economics classes, Part I is good background material for any group. It is simple, easy to follow.

Part II - is geared more to the home economics student and portrays girls/women in typical roles. Good safety material and reminders for everyone.

Part II filmstrip would not focus very well.

Teacher's Guide - states purposes, possible introduction, and follow-up ideas.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE MAINTAINING THE LIGHTING AND WIRING SYSTEM

AUTHOR

SOURCE IML
10 Industrial Education Building
University of Missouri-Columbia
Columbia, Missouri 65211

Order #: VE-301-S Price: $3.40 Copyright: 1974

SUBJECT AREA Electricity

FEATURES FOR DISADVANTAGED STUDENTS

0 develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 80

MATERIAL READABILITY

0 large print format
● double column copy
● generous paragraph spacing
● high interest level
motivator Illustrations
● reading level 7 grade
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
● charts/graphs
0 B/W
● color

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
0 group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
0 bibliography/references
● performance objectives
● student activities
0 student work sheets
0 review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
0 length _____min.
0 OH projectuals
0 color
0 B/W
0 games
0 other ____________________

DESCRIPTION

Maintaining the Lighting and Wiring System is divided into two main parts: repairing service cords and maintaining the permanent wiring system. The chapters cover procedures for home electrical maintenance such as replacing attachment plugs, lamp sockets and service cords and replacing various kinds of switches, removing excess sag in wires and splicing broken wires.

COMMENTS

The illustrations show the step-by-step process of how-to-do many minor electrical repairs and adjustments.

This source should be easy enough for disadvantaged students to use. Process descriptions describe tasks to be performed and could be easily assimilated to class practice.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE METER READER
(2 part presentation)

AUTHOR

SOURCE Educational Design, Inc.
47 West 13 Street
New York, N.Y. 10011

Order #: BG-200 Price: $99.00 Copyright: 1976

SUBJECT AREA Electricity

FEATURES FOR DISADVANTAGED STUDENTS

0 develops self-worth concept
● develops world of work concept
0 promotes development of psycho-motor skills
0 provides immediate feedback
● modifiable instructional format
0 reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 35

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 high interest level motivator________________
0 reading level _____grade
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 B/W
0 color

INTENDED USE

● student resource
● teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 review questions
0 answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
● 35mm slide w/cassette
● length ± 20 min. each
0 OH projectuals
● color
0 B/W
0 games
● other Soundtrack phonograph record

DESCRIPTION

This presentation is packaged in two parts, each containing a carousel of ± 80 slides, a cassette tape (recorded with audible tone and without tone - there is no provision for automatic advance) and a phonograph record with the narration. The teacher's manual for the two parts contains the narration for the slides, summary of the presentations and "inquiry springboard" questions to stimulate class discussions.

The components are packaged in 12" X 12" vinyl boxes.

Durability of the resource appears excellent.

COMMENTS

The pace is fast to very fast, making this resource unsuitable to use "as is" with disadvantaged students. Often previous background and familiarity with electrical terms and components is assumed. There are some excellent slides, so a teacher could adapt the presentation for easier understanding and slower pace.

Attempts are made to promote sex and racial equity.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE UNDERSTANDING ELECTRICITY AND ELECTRICAL TERMS

AUTHOR Turner

SOURCE AAVIM
Engineering Center
Athens, Georgia 30602

See back for ordering information Copyright: 1974

SUBJECT AREA Electricity

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 48

MATERIAL READABILITY

● large print format
● double column copy
● generous paragraph spacing
● high interest level
motivator Illustrations
● reading level 9 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
○ B/W
● color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
○ student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
● 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
● OH projectuals (masters)
● color
○ B/W
○ games
○ other ____________

DESCRIPTION

Understanding Electricity and Electrical Terms can be ordered in 3 components

Manual	#303	$3.00
Transparency Masters	#M303	$6.00
88 Slides	#5303	$33.00

The slides and transparency masters closely correspond to the illustrations in the manual. Transparencies may be used to make overhead projectuals of student worksheets.

COMMENTS

To use this resource effectively, it is not necessary to purchase all 3 of the components.

The text is lavishly illustrated and appears to make a complex subject understandable.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE BASIC ELECTRONICS

AUTHOR

SOURCE Esp, Inc.
1201 E. Johnson
Box 5037
Jonesboro, Arkansas 72401

Order #: 91295 Price: $72.00

SUBJECT AREA Electronics

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
● provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: ______

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator______________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
○ review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 10-15min.
○ OH projectuals
○ color
○ B/W
○ games
● other cassette/ditto masters

DESCRIPTION

This program contains 12 tapes with 2 lessons each. Ditto masters are provided for student worksheets. Topics covered are:

Broadcast Waves
Length and Frequency
Radio Wave Transmission and Reception
AC Currect
Volt Waveforms with Reaction Series
    Impedance Phase Angles
Resonance and Q
Power Factor
Vacuum Tubes and Rectification
Amplification and Coupling
Cathode Bias
Resistance Calculations
Cathode Follower Gain
Output Imped
RA and P for Screen Supply
Power Toss and Plate Efficiency
Transistors and Semiconductors

F.E.T.'s Tunnel Diodes
I.C.'s
Grid Bias Resistor Calculations
Transformer Coup.
Lower Frequency Limit
Transformers
Computing R, C Values for A.F.
    Filters
Imped. Match
Calculating Length of Half-
    Wave Length Amt.
The Decibel
Television,
Simple Instruments, Measure
    and Calculations.

COMMENTS

Material uses advanced terms and concepts. A lower achiever or disadvantaged student may not be capable of understanding these terms. If used as a self-instruction method it could be self-defeating as many terms and concepts are not explained. An instructor familiar with the material would have to be present to explain concepts, words, phrases and materials. The materials would have to be reduced to more simple terms and aimed at a lower level of academic ability for disadvantaged students to use properly.

NOT AVAILABLE AT MVCRDC

○ RECOMMENDED ● NOT RECOMMENDED

TITLE COMPLETE GUIDE TO READING SCHEMATIC DIAGRAMS

AUTHOR Young

SOURCE Prentice Hall, Inc.
Englewood Cliffs, New Jersey 07632

Order #: 013-160366-3 Price: $14.95 Copyright 1972

SUBJECT AREA Electronics

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ● plastic spine
- ● number of pages: 264

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ________
- ● reading level 12+ grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________

DESCRIPTION

This is a guidebook that explains approximately 150 electronic circuits that are found in schematic diagrams. Topic areas are: schematic diagrams, voltage amplifiers, power amplifiers, oscillators, modulation, demodulation, power supplies, modifiers, controls, bridge circuits, syncro systems, and other circuits. There are many examples of schematic diagrams reflecting the topics covered.

COMMENTS

This book does follow usual text format of review questions, activities, etc. It is not by itself motivating. Many difficult topics and theories are presented, i.e., vectors, phase and color, and modulation. The math required in the book involves concepts in geometry and algebra. The above factors combined with the difficult reading level render this book unsuitable for disadvantaged students.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE DIGITAL ELECTRONICS

AUTHOR Tokheim

SOURCE McGraw Hill
Book Distribution Center
Hightstown, New Jersey 08520

Order #: 64956-1 (tchr. man) Price: $2.00 Copyright: 1979
64955-3 (act. man) $3.96
64954-5 (text) $5.97

SUBJECT AREA Electronics

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 148 text
104 act. man.
49 tchr. man.

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
● reading level 11 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
● color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

The text is broken into the following chapters:

- Digital Electronics
- Numbers We Use In Digital Electronics
- Binary Logic Gates
- Using Binary Logic Gates
- Codes - Encoding - Decoding
- Flip-Flops
- Co-Centers
- Shift Registers
- Arithmetic Curcuits
- Memories
- Digital Systems and Connecting With Analog Devices

Each chapter contains self-tests and review questions.

The activities book parallels the text. The activities include objectives, list the needed materials, procedures, and questions.

The teacher's manual includes the objectives of both the text and the activities manual. It provides suggestions for lab equipment and an answer key for both the text and activities manual.

COMMENTS

This resource was not designed for disadvantaged students. Students should have a general math background and an introduction to DC circuits before using the textbook.

Due to the abstract nature of this subject area and the prohibitive reading level, this resource is not recommended for use with disadvantaged students.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE EXPLORING ELECTRONICS

AUTHOR Gernish

SOURCE Goodheart - Willcox Company
123 W. Taft Drive
South Holland, Illinois 60473

Order #: 1240 Price: $6.64 Copyright: 1971

SUBJECT AREA Electronics

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ● hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 176

MATERIAL READABILITY

- ● large print format
- ● double column copy
- ● generous paragraph spacing
- ● high interest level motivator illustrations
- ● reading level 2.5 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ● charts/graphs
- ● B/W
- ● color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ______________________

DESCRIPTION

The book has 12 units, several appendices, and an index. The chapters are followed by review questions; answers are in instructor's guide. The chapters include: what is electricity, power and work, the mystery of magnetism, electronic components in action, vacuum tubes and transistors, and others.

The instructor's guide contains suggestions for student projects.

COMMENTS

The book is lavishly illustrated and appears to make a complex subject fairly easy to understand. Review questions are meaningful.

Men and women are depicted in traditional sex roles.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE INTRODUCTION TO TELEVISION SERVICE

AUTHOR Brandenburg

SOURCE McGraw Hill
Book Distribution Center
Hightstown, New Jersey 08520

Order #: 07177-2 (act. man) Price: $3.96 Copyright: 1979
07176-4 (text) $5.97

SUBJECT AREA Electronics

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 166 text
  74 act. man.

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ● reading level 12 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

Topic areas include:

The TV Repair Business
Power Supplies
High Voltage
Synchronization
I.F. Amplifiers
Automatic Gain Control
Picture Tubes
The Role of the Technician
The Television System
Horizontal Sweep
Vertical Sweep
Tuners
Video
Color
Sound
Strictly Business

Each chapter includes a summary and a self-test. The activities consist of four types: familiarization, repair, technical notebook, and tests. Each activity includes a stated purpose, the materials needed, the procedure, and questions. Summary tests are also provided.

COMMENTS

This material was not designed specifically for use with disadvantaged students. The series assumes some background in electronics; it also assumes that the student is self-motivated.

New vocabulary is not reinforced. Concepts are sometimes abstract and linkages are often incomplete.

Due to the lack of built in motivational techniques, little emphasis on vocabulary, and the prohibitive reading level, this resource is not recommended for use with disadvantaged students.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE LENS AND LIGHT LAB

AUTHOR

SOURCE

Educational Design, Inc.
47 West 13 St.
New York, N.Y. 10011

Order #: B-59 Price: $2.95

SUBJECT AREA Electronics

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ● promotes development of psychomotor skills
- ● provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 3

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ________________
- ○ reading level _____grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ● other Model Kit

VC RD

DESCRIPTION

Lens and Light Lab comes in small box containing 3 lenses, a candle, metric graduated base, and hardware to construct described items. The directions offer explanations of concepts and step-by-step activity directions teaching these concepts while individuals participate in actual construction.

COMMENTS

Individuals may need help with directions and in understanding concepts. Overall durability questionable. Good "hands on" learning.

Need one kit for every individual or at most one kit/3 individuals.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE BAKER

AUTHOR Grimes

SOURCE Instructional Materials Center
10 Industrial Education Building
University of Missouri-Columbia
Columbia, Missouri 65211

Order #: COE-48-S Price: $8.50 Copyright: 1977

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine 150+ (Teacher manual)
● number of pages: 165 (Student manual)

MATERIAL READABILITY

○ large print format
● double column copy
○ generous paragraph spacing
○ high interest level motivator______________
● reading level 8 grade
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
○ student activities
○ student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________________

DESCRIPTION

This resource consists of a student manual and a teacher's guide. The student manaul contains 41 lessons, glossary and bibliography. Major topical areas include:

Introduction to Baking
General Mathematics
Baking Ingredients
Yeast-made Products
Cakes
Cookies
Pies
Puddings
Pastries
Sugar Cooking

All lessons include objectives and student exercises. Many are illustrated. The teacher's guide contains administrative notes, answers to exercises, assignment tests with answer keys, and work sheets for coordinating jobs with related instruction. The developers note that both the assignment tests and coordinating work sheets may be duplicated if desired. The student manual is not consumed.

COMMENTS

This resource is designed for use in a cooperative work experience program. The resource displays high face validity. Content appears to be realistic and learning increments are of appropriate size. The resource is self-pacing.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE BASIC CAKE DECORATING

AUTHOR Bogdany

SOURCE Dept. of Vocational Technical Curriculum Laboratory
Rutgers University
Bldg. 4103-Kilmer Campus
New Brunswick, N.J. 08903

Order #: BA-399 Price: $7.00

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ● develops world of work concept
- ● promotes development of psychomotor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 108

MATERIAL READABILITY

- ● large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ______________
- ○ reading level _____ grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ______________

DESCRIPTION

This workbook contains a series of exercises for icing skill development. Clear plastic sheets are provided that are placed over patterns and the icing is applied to the plastic sheets.

Topic areas include:

Basic Equipment
Decorating Icings
Decorating Practice-Lines
Decorating Practice-Alphabet Sheets
Tubes for Leaves
Some Flowers, Rose Making, Colors, Cake Decorating

COMMENTS

Techniques to build self-confidence, and self-image are built into the format of the workbook.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE CATERING SERVICES

AUTHOR

SOURCE Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

Order #: 017-080-01761-0 Price: $9.50

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 628+

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This resource is a competency-based curriculum for two levels of catering employment at the family business scope. Level I is designed for persons seeking entry level skills. Level II is designed to develop managerial competencies. The curriculum, development to be used in conjunction with Securing Employment In Home Economics Occupations (contact U. S. Government Printing Office for Order information), consists of a series of modules. Each module contains: pre-assessment, objectives, competencies, and suggested teaching strategies. Specific areas in the resource include: introduction to the module; rationale; job description; food management ladder; directions for teachers; competency lists; assessment instruments; competenices, objectives, suggested teaching strategies, references and resources for levels I and II; print references; audio visual resources learner information sheets for levels I and II; and teacher information sheets for levels I and II. Modules address cognitive, affective, and psychomotor domains.

COMMENTS

All modules are developed in a "lattice" context, i.e., horizontal and vertical articulation are built into the resource. Student decision making is emphasized. This competency based curriculum is not designec to provide for instruction in large-scale catering such as vending, institutional, etc.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE COMMERCIAL FOODS-MATHEMATICS -1

AUTHOR Dornfield

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: FO-114 Price: $7.75

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 132+

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ______
● reading level 7 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
○ individual instruction
● group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ______

DESCRIPTION

This student workbook has, for each lesson, an objective, related information, procedure, and assignment. There is a general review, which could be used as a test, at the end. It is a comprehensive math course entirely oriented toward the food trade. Students make calculations and fill in forms as they would on the job. Topics covered include measurement, fractions, arithmetic operations, money and decimals, percentage, ratio and proportion, wages and taxes, and business records.

COMMENTS

While not specifically designed for use with the disadvantaged, this workbook does provide math instruction in a highly job-related manner. Students with very low reading skills may need some assistance with reading some of the word problems. Many of the problems relate to amounts of food to be served and reducing or increasing amounts of ingredients in recipes.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE ELEMENTARY BAKING TEXT

AUTHOR Sultan

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, N.J. 08520

Order #: 62407 (Wkbk) Price: $4.80 Copyright: 1969
62408-9 (Text) $8.07

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound (Text)
○ paper bound
○ loose leaf
● stapled (Wkbk)
○ plastic spine
● number of pages: 268 (Text) 172 (Wkbk)

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________
● reading level 9-10 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________________

DESCRIPTION

Elementary Baking is divided into 3 parts and subdivided into 24 units. The major parts are:

1. Quick Breads
2. Sweet Yeast Raised Dough Products
3. Fried Products
4. Variety Pies
5. Layer Cakes and Cupcakes
6. Puff Pastry Products
7. Variety Cookies
8. Decorating Cakes and Pastries

The text is designed to be used in either self-teaching or in teacher-student situations.

The workbook contains reinforcing questions about text content.

There is no teacher's manual available.

COMMENTS

The text provides good "how-to" explanations. There are sufficient illustrations to help students grasp difficult procedures. A glossary is included.

The questions in the workbook should help students retain concepts. There is no answer key provided but all answers are easily located in the text. Some questions are vague and may need clarification.

● RECOMMENDED   O NOT RECOMMENDED

TITLE FAMILY AND GOURMET FOOD SERVICES

AUTHOR Hill, Mathisen

SOURCE Utah State Board of Education
250 East Fifth South
Salt Lake City, Utah 84111

Order #: By title

Price:
$ .50 Pre-test
$2.00 Student Workbook
$ .50 Answer Key

Copyright: 1977

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
● provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 46 Pre-test
218 Student Workbook
28 Answer Key

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
● reading level __9__ grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This resource consists of a student workbook, a pre-test booklet and an answer key booklet. The student workbook is divided into 6 chapters, which focus on the management of:

Full Service Dinner Houses
Smorgasbord Restaurants
Seafood Restaurants
Pizza Restaurants
Coffee Shops
Banquet Facilities.

Each chapter contains: objectives, vocabulary lists, content, career experiences (student activities) with answer keys, illustrations and/or charts and graphs. Tests are provided for each chapter.

COMMENTS

Some objectives are broadly stated but not supported very well by content. The broad topical areas addressed by the resource and the relatively shallow depth of content make this resource suitable as a supplemental item only. No information is provided for the teacher concerning the use of this resource. For these reasons the resource is marginally recommended.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE FAST FOOD BOOK 2

AUTHOR Hill, Mathisen

SOURCE Utah State Board of Education
250 East Fifth South
Salt Lake City, Utah 84111

Order #: By title
Price: $2.00 Student Workbook
$ .50 Pre-test
$ .50 Answer Key
Copyright: 1977

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
● provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 34 Pre-test
162 Student workbook
24 Answer Key

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ________________
● reading level 7 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This resource is a continuation of Family and Gourmet Food Services. It consists of a student workbook, pre-test booklet, and answer key booklet. The student workbook is divided into 5 chapters, Managing a Fast Food: Hamburger Restaurant, Chicken Restaurant, Mexican Restaurant, Ice Cream Store and Sandwich Shop. Chapters contain: Selected vocabulary, objectives, content, career experiences (student activities) and keys, illustrations, and/or charts. Pre-tests and respective answer keys are provided for each chapter. The resource is designed to provide the use with managerial skills in fast food operations.

COMMENTS

Some objectives are broadly stated and not adequately supported by content. The braod coverage and shallow depth of content make this resource unsuitable for use as a primary instructional vehicle. It is basically supportive in nature. The resource does not contain any information for the educator concerning the use of this item.

It is marginally recommended.

● RECOMMENDED 0 NOT RECOMMENDED

VCRD

TITLE FAST FOOD SERVICES

AUTHOR

SOURCE Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

Order #: 017-080-01765-2 Price: $6.75

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 351+

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator____________
- ○ reading level ____grade
- ● reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________________

VCRD

DESCRIPTION

This resource is a competency-based curriculum for fast food occupations. The curriculum, developed for use in conjunction with Securring Employment In Home Economics Occupations (contact U. S. Government Printing Office for order information), consists of a series of modules. Each module contains: pre- and post-assessment, objectives, competencies, and suggested teaching strategies. Specific areas in the resource include: introduction to the module; rationale; job description; fast food career ladder; directions for teachers; competency lists; assessment instruments; competencies, objectives, suggested teaching strategies, references and resources; print references; audio visual resources; learner information sheets; and, teacher information sheets. Modules address cognitive, affective, and psychomotor domains.

COMMENTS

All modules are developed in a "lattice" context, i.e., horizontal and vertical articulation are built into the resource. Student decision making is emphasized. The resource is highly flexible and should be adaptable to an extant or new curriculum addressing the fast food industry.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE FOOD DISTRIBUTION

AUTHOR

SOURCE Utah State Board of Education
250 East Fifth South
Salt Lake City, Utah 84111
Price: $2.00 Student Workbook
$ .50 Answer Key
$ .50 Pre-test
Order #: By title
Copyright: 1977

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 42 Pre-test
  126 Student Workbook
  35 Answer Key

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ______
- ● reading level 9 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ○ student activities
- ○ student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ______

DESCRIPTION

This resource consists of a student workbook, a pre-test booklet and an answer key booklet. The student workbook is divided into 13 chapters:

Checkstands and Check-out Procedures
Human Relations
Multiple Pricing
Cash Register Operations
Adjusting Case Register Errors
Produce
Bottle Refunds
Coupons and Trading Stamps
Tax Computation
Cashing Checks
Handling Money
Food Stamps
Bagging Merchandise

Chapters contain objectives, content, illustrations and/or photographs. Content is designed to provide basic knowledge and career awareness concerning supermarket jobs. Illustrations depict caucasion characters only. Pretest and answer key booklets are set in a format similar to that of the workbook (i.e., a pretest based on objectives for each chapter.)

COMMENTS

The scope of this resource makes it suitable for those seeking a first job in a supermarket. Coverage appears to be broad enough and of appropriate depth to provide a basic overview of supermarket operations. The resource does not supply any information to the teacher seeking to utilize this material.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE FOOD SERVICES SAFETY
(Series of 13, see back)

AUTHOR

SOURCE Career Aids, Inc.
8950 Lurline Ave.
Chatsworth, California 91311

Order#: TX3R1 Price: $96.00 Copyright: 1978

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 14

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator______________
○ reading level ____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 12 min.
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrips/cassettes

DESCRIPTION

Food Services Safety is a set of 3 filmstrips, cassettes (recorded with inaudible pulse), a metric conversion chart for the kitchen, shop safety sticker, 30 reproducible test forms, and answer sheets and instructor's guide, packaged in a cardboard box.

The major points covered in the 3 filmstrips are an introduction to food service rules and procedures, safe work methods, safety vocabulary, some dangers inherent to the job, and built-in reviews.

The instructor's guide gives a general overview of the theory behind the company and some good ideas for reenforcing learning. Humor is used to promote interest. Each filmstrip has a built-in review.

Provision is made for the instructor to administer test questions before the review so that immediate reenforcing feedback is given to students.

COMMENTS

Good integration of races, sexes, and culture. There is not enough variety in the characters of the 3 films. Points are made with humor (but it is sort of "sick humor," i.e., talking of cutting fingers on meat machine then showing rubber fingers on plate.) Would probably be useful and enjoyable for students. Not intended to replace actual safety demonstrations. Used as supplement this is good material.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE FOOD SERVICES: READING AND LANGUAGE ACTIVITIES

AUTHOR

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order#: See back Price: See back Copyright: 1977

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 93

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ● generous paragraph spacing
- ● high interest level motivator Short stories
- ● reading level 3-4 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ● photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________________

DESCRIPTION

This activity manual was developed to asist students in an exploratory phase of a vocational food services program. It is intended to develop reading and language skills using content related to the food services trade. The content of the activities is organized in the form of short stories about a typical student's progress in the program. A variety of word games and vocabulary building activities follow each short story. This material need not be used in strict sequential order.

COMMENTS

The use of drawings, a variety of activities, and trade related stories help to motivate students. The low reading level of this manual should help students in the process of learning trade terms.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE FOOD: SERVING WINE

AUTHOR

SOURCE
Distributive Education Materials Lab
1885 Neil Avenue
115 Townshend Hall
Ohio State University
Columbus, Ohio 43210

Order #: A14 Price: $2.00

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 40

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This text is basically a course outline for instruction in the selling of wines. The course content is given along with suggestions for teaching. A "definition of terms" is provided, as well as a suggested book and film list. Games are provided to help learn the various wines. A handout master section is provided so this material can be reproduced for classroom handouts.

COMMENTS

This guide can be modified to suit the needs of disadvantaged students. It may be adapted to handicapped and regular students as well.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE GRIDDLE AND SHORT ORDER COOKERY

AUTHOR

SOURCE National Educational Media, Inc.
15760 Ventura Boulevard
Encino, California 91436

Order #: 5807 Price: $65.00 filmstrip
$11.00 study kit
Copyright: 1978

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

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● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 2 (Teacher guide) 4 (Study guide)

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level motivator Filmstrip
● reading level 8.5 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
○ student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 8½ min.
○ OH projectuals
● color
○ B/W
○ games
● other Filmstrips and cassette

DESCRIPTION

This 2-part set includes a filmstrip, cassette (recorded with audible and inaudible pulse), 40-student study guides and a teacher's guide.

The study guide has a brief synopsis of the major ideas presented and 20 review questions.

Answers and brief explanations are supplied. Some points not covered in the filmstrip are introduced in the study guide.

The teacher's guide gives performance objectives, an outline of the filmstrip and points to stress.

There is no packaging provided to keep the unit together.

COMMENTS

Extremely sex biased, "The man at the griddle." It is well-balanced culturally and racially.

The presentation adequately covers how to cook various items requiring different times and temperatures at the same time. Cooperation is mentioned. The basics about the grill and its maintenance are discussed.

It is basically a good resource but probably not cost effective.

Based on comparison with others of a similar nature, this resource is overpriced.

● RECOMMENDED   O NOT RECOMMENDED

TITLE GUEST CHECK TECHNIQUES: FOOD SERVICES

AUTHOR

SOURCE
Distributive Education Materials Lab
1885 Neil Ave.
115 Townshend Hall
The Ohio State University
Columbia, Ohio 43210
Order #: B-A1 Price: $6.50

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
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PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 113+

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ● generous paragraph spacing
- ● high interest level
  motivator cartoons
- ● reading level 7 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

Contents is divided into 3 major areas: (1)Writing Guest Checks, (2) Practice Sets, and (3) Flash Cards. These sections are described below:

The "Importance" of writing guest checks is explained in one page. "Abbreviations" for orders are listed on the following 9 pages. "Terminology" are listed and defined in the next 20 pages. "Product Knowledge-Meat" is described in 6 pages of brief definitions and many pictures of cuts of meat. "Taking The Order and Writing The Check" is explained in 2 pages of simple, step-by-step procedures. "Sample Guest Checks" comprise 10 pages of illustrations. "Practice Sets" are provided by 59 pages of 10 problems. "Flash Cards" in large, bold type make up the last 16 pages.

Each of the sections above is divided by solid, red dividers.

COMMENTS

The modifiable instructional format of this manual provides a very usable "resource package" to be used by the teacher for students -- in the form of supplementary handouts.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE THE HOW-TO-MAKE-IT BAKERY BOOK

AUTHOR Sommer

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: BA-19 Price: $5.25 Copyright: 1967

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
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○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 129

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level motivator Baking industry
● reading level 7-8 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This book presents a variety of recipes covering pies, cookies, cakes, finishing and decorating, sweet yeast doughs, bread and rolls, etc. Each item is presented in illustrated, detailed steps. Critical steps are particularly well illustrated.

COMMENTS

This book may be useful in a disadvantaged vocational baking program, due to its use of many pictures. The reading level may be a little high in some cases. An unusual feature is the presentation of recipes in chart form.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE I KNOW: A VOCABULARY GAME FOR THE FOOD TRADES

AUTHOR Troth

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: EN-350 Price: $10.50 Copyright: 1976

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

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PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 33

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ____________
● reading level 5-7 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
● games
○ other ____________

DESCRIPTION

A Bingo type game designed to improve trade vocabulary. The game is in the form of a kit, 3-hole punched, consisting of: (1) an explanation of the game; (2) a master word sheet for the teacher, containing 75 words used in the trade; (3) 10 pages on heavy stock, marked for cutting into cards, each with the definition of a single word; (4) 33 different "I Know" cards to be distributed to the students.

COMMENTS

To play the game, it will be necessary to have a supply of small cardboard markers which can be cut out in a school shop. This game is usable by either trade or English teachers.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE MATHEMATICS FOR THE BAKER

AUTHOR Bogdany

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: BA-339 Price: $5.75 Copyright: 1976

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

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○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 173

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________ ________
● reading level 6 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________________

DESCRIPTION

This manual, which is written for beginners in the baking trade, covers the fundamentals in arithmetic in an informal way. Designed to appeal to students who ordinarily are resistant to mathematics. Topics include: numbers, fundamental operations, fractions, decimal, percentage, ratio and proportion, weights and measures, converting formulas, costing formulas, handling cash, invoices, and preparing for employment (wages, social security, taxes). All problems are oriented toward the baking trade. The manual is illustrated with cartoons.

COMMENTS

Reading level, extensive use of illustrations and general presentation mode of this manual may make it suitable to the needs of disadvantaged learners.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE MEAT CUTTING: A COURSE OF STUDY

AUTHOR Bolls, et al.

SOURCE Instructional Materials Laboratory
10 Industrial Education Building
University of Missouri-Columbia
Columbia, Missouri 65211

COE-20K (tchr.)
Order#: COE-20S (stu.) Price: $4.00 Copyright: 1973

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

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PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine 28 (tchr. guide)
● number of pages: 100 (stu. text)

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ________________
● reading level ____grade -college
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This resource consists of a students study guide and an instructors manual. The study guide contains 20 assignement sheets (similar to lesson outlines with learning activities and questions), and 4 information sheets. Topics covered include: vocational opportunites; sanitation; grades and inspection; indentification of beef, pork, veal, and lamb cuts; techniques in marketing retail beef, pork, veal and lamb cuts; preparing poultry; preparing fish and shellfish; sausages and ready-to-serve meats; meat curing and storage; techniques in selling meat; vacuum packaging; etc. The teachers guide contains answers to student assignments. The resource is self-pacing.

COMMENTS

Adoption of this resource requires each user to have a copy of four publications; 2 are identified in the introduction. The student study guides are consumable. The resource is designed for use in a cooperative vocational program.

● RECOMMENDED   O NOT RECOMMENDED

TITLE MENU PLANNING: A BLUEPRINT FOR BETTER PROFITS

AUTHOR Visick and Kliek

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, N.J. 08520

Order #: 67063-3 Price: $6.25 Copyright: 1974

SUBJECT AREA Food Industries

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PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 160

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ____
● reading level 10-11 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
○ secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____

DESCRIPTION

Menu Planning is designed as a course in menu planning taking into consideration food and labor costs, kitchen planning, and service. It is divided into 16 chapters and also contains a large section on menu suggestions. No recipes are provided.

Some of the topics covered include:

1. Types of foodservice establishments and their menu requirements
2. Types of menus
3. Menu planning and purchasing
4. The relation of menu planning to equipment
5. How to conduct and use yield tests to determine cost
6. How to determine selling cost

COMMENTS

Although this book has valuable information, it is only marginally recommended for use with disadvantaged students because there are no intrinsic motivators, the reading level is too high, and it is not appropriate for secondary students.

No answer key is provided for the review questions. Probably best used in a disadvantaged student setting as a reference.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE MENU SET

AUTHOR

SOURCE Distributive Education Materials, Inc.
1885 Neil Avenue
115 Townshend Hall
The Ohio State University
Columbia, Ohio 43210

Order #: CA1 Price: $12.00

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

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○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 15 (menus)

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level motivator real menus
● reading level 10+ grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
● color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

The resource consists of 15 menus of varying types. Menus are classifed according to type or restaurant as well. The menus are printed on large, heavy cardboard-like paper.

COMMENTS

The resource could be used with: large groups, individuals, or as an example of types of menu. The resource will help students to learn standard phrases and abbreviations commonly found in the food industries.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE MY CAREER
(Series of 3 cassette tapes)

AUTHOR

SOURCE Restaurant-Hotal Learning Aids
5050 Excelsior Blvd.
Minneapolis, Minnesota 55416

Order #: MC 1000 Price: $29.95 Copyright: 1973

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

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● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length ±10 min. per interview
○ OH projectuals
○ color
○ B/W
○ games
● other Cassette tapes

DESCRIPTION

This autotape kit is designed to inform students about the different career occupations available in the food service industry. The tapes consist of interviews conducted with a waiter, waitress, hostess, host and a manager. The physical quality of this resource is good. It is contained in a binder which aids in manageability and storage.

COMMENTS

Young people were interviewed in contemporary situations, making the resource realistic and believable. The questions were relevant and in some cases brutally honest. The tapes as they are would be effective with disadvantaged youth who were searching for a career or for those in food service classes.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE SELLING-FOOD SERVICE: COMPETENCY-BASED PRACTICE

AUTHOR Schaffer, Hauser and Prehm

SOURCE Distributive Education Materials Lab
Ohio State University
115 Townshend Hall
Columbus, Ohio 43210

Order #: A-A1 Price: $4.00

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

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PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 150

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator____________
- ○ reading level ____ grade
- ● reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________________

DESCRIPTION

This is set up on a Distributive Education competition format.

It mainly provides format for determining waitress/waiter skills when taking orders and serving tables.

COMMENTS

Establishes good guidelines for what waiters/waitresses should know and practice when taking menu orders.

VC RD

● RECOMMENDED   O NOT RECOMMENDED

TITLE SERVING FOOD

AUTHOR

SOURCE

Career Aids
8950 Lurline Ave.
Chatsworth, California 91355

Order #: RM 6807 Price: $30.00

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 9 min.
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrip/cassette

DESCRIPTION

Serving Food is a filmstrip/cassette presentation packaged in a cardboard box. It develops two major points about service: how you look and how you act. Filmstrip is done in full color animation.

COMMENTS

Sex bias is flagrant. Racial bias is also present. It is entertaining and makes good points, making it a useful resource for disadvantaged students.

Music in the background causes opposite emotional response than the narration and animation. This may or may not effect the meaningfulness of the resource.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE SIX KEYS TO MORE COURTEOUS FOOD SERVICE
(Series of 4 cassette tapes)

AUTHOR

SOURCE Restaurant-Hotel Learning Aids
5050 Excelsior Blvd.
Minneapolis, Minnesota 55416

Order: CF-7900 Price: $24.95 Copyright: 1972

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ○ number of pages: ________

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level _____grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length ± 10 min. per lesson
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ● other Cassette tapes (4)

DESCRIPTION

This autotape educational kit is a series of lessons in the food services industry, advising students about courtesy. The series begins by defining courtesy. Different aspects of courtesy such as cooperation, personality, and honesty are covered. Courtesy as it applies to the bus boy and waitress are also covered. This resource comes in a binder which aids in manageability and storage of the tapes. The fourth tape is blank and is to be used to tape question and answer exchanges between teacher and trainee. The physical quality of this resource is good.

COMMENTS

The idea of this series is to advise the listener about courtesy without preaching or lecturing. This is accomplished.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE WAITER AND WAITRESS TRAINING

AUTHOR

SOURCE Distributive Education Materials Laboratory
1885 Neil Avenue
115 Townshend Hall
Ohio State University
Columbia, Ohio 43210

Order #: A-16 Price: $3.50

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
● promotes development of psychomotor skills
0 provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
0 stapled
● plastic spine
● number of pages: 67

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 high interest level
motivator________________
● reading level 6.5 grade
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
● charts/graphs
● B/W
0 color

INTENDED USE

0 student resource
● teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
0 student work sheets
0 review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
0 length _____min.
0 OH projectuals
0 color
0 B/W
0 games
0 other ____________________

DESCRIPTION

This is a curriculum guide for waiter/waitress training. The course is broken into four general sections: 1)Relations, Human and Customer, 2) Sanitation and Food Handling, Preparation and Service, 3) Sequence of Service, and 4) Presenting the Check. These are then broken into subtopics. Presentation suggestions for the teacher and an outline are provided. At the end of each section overhead transparency masters, handouts, and sketches of necessary additional materials are given.

COMMENTS

This guide provides an outline of relevant information that could be augmented with methods, techniques, and material that would the needs of the disadvantaged students.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE WAITER-WAITRESS: A SUGGESTED GUIDE FOR A TRAINING COURSE

AUTHOR

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: HS-65 Price: $4.25 Copyright: 1968

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 126

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This guide contains such areas as: student and staff selection, equipment and facilities, weekly schedule, busing, cafeteria service, luncheonette, table service, etc. Typical lessons include: training time, objectives, unit outlines, trainee activities, supplemental training materials, references, and visual aids. A glossary is included.

COMMENTS

This teacher's guide would provide a suitable starting point for the development of a food service program for disadvantaged as well as regular students.

● RECOMMENDED   ○ NOT RECOMMENDED

TITLE THE WAITER/WAITRESS MANUAL

AUTHOR Aiken

SOURCE McGraw-Hill
Book Distribution Center
Highstown, N.J. 08520

Order #: 00744-6 (Tchr. man.) Price: $2.60 Copyright:
00742-X (Wkbk) $4.05 1976

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

0 develops self-worth concept
0 develops world of work concept
0 promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 122 Wkbk

MATERIAL READABILITY

0 large print format
● double column copy
0 generous paragraph spacing
● high interest level
motivator Pictures
● reading level 10-1grade
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
0 color

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
0 performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
0 length ____min.
0 OH projectuals
0 color
0 B/W
0 games
0 other ________________

DESCRIPTION

The Waiter/Waitress Manual is a text-workbook designed to prepare students for service-type jobs in the restaurant industry. It provides lesson content then gives vocabulary exercises, review questions, and activities with projects. It is divided into 12 chapters and a glossary. Some of the topics covered are: career awareness, table settings and equipment, menus, ordering, serving and clearing, the check, math, sanitation and safety, and kinds of service.

The teacher's manual is not available at MVCRDC; however, it contains the answers to the questions and teaching suggestions.

COMMENTS

This is a very usable work-text. There are many illustrations. The activities are reinforcing of lesson content.

It is sexually unbiased and portrays people of many ethnic origins.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE WHAT EVERY BAKER NEEDS TO KNOW

AUTHOR Bogdany

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: BA-246 Price: $12.00 complete set Copyright: 1974

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
● provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 289

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator self-paced, cartoon-type illustrations
● reading level 11-12 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This set is a series of 12 programmed instruction booklets designed to be used by individual students as a supplement to class instruction. Material is broken down into brief lessons with fill-in assignments. The student is directed to appropriate pages for the correct answers. There are many illustrations including cartoon-like characters and also technical ones illustrating important concepts. Each booklet has a review test. Titles are: Flour, Yeast, and Fermentation; Chemical Leavening; Salt, Water, Sugar and Formula Balance; Eggs, Shortening and Other Baking Fats; Milk and Milk Products; Bakeshop Vocabulary; Safety in the Shop; Answer Book. Sold as a set only.

COMMENTS

The reading level is generally not as high as the Fry Formula would indicate due to multi-syllable words like "chemical" or "leavening". The booklets, or selected items from them, can be used for group instruction as well as individually. The cartoon people illustrated are all white but humorous.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE YOU'RE IMPORTANT!

AUTHOR

SOURCE Restaurant-Hotel Learning Aids
5050 Excelsior Blvd.
Minneapolis, Minnesota 55416

Order #: TA 2000 Price: $36.00 Copyright: 1972

SUBJECT AREA Food Industries

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ● develops world of work concept
- 0 promotes development of psycho-motor skills
- 0 provides immediate feedback
- 0 modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- 0 hardbound
- 0 paper bound
- 0 loose leaf
- 0 stapled
- 0 plastic spine
- 0 number of pages: ________

MATERIAL READABILITY

- 0 large print format
- 0 double column copy
- 0 generous paragraph spacing
- 0 high interest level motivator________________
- 0 reading level _____grade
- 0 reading level: professional

ILLUSTRATIONS

- 0 drawings/cartoons
- 0 photographs
- 0 charts/graphs
- 0 B/W
- 0 color

INTENDED USE

- ● student resource
- 0 teacher resource
- 0 administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- 0 subject index
- 0 bibliography/references
- 0 performance objectives
- 0 student activities
- 0 student work sheets
- 0 review questions
- 0 answer key
- 0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip 8mm
- 0 film loop/strip 16mm
- 0 film reel-to-reel 8mm
- 0 film reel-to-reel 16mm
- 0 35mm slide
- 0 35mm slide w/cassette
- ● length ± 10 min. per job covered
- 0 OH projectuals
- 0 color
- 0 B/W
- 0 games
- ● other Cassette tapes (4)

DESCRIPTION

This autotape educational kit is a series of lectures designed to make the worker realize the importance of their job in the food service industry. The jobs covered are: waitress, waiter, bus boy, hostess, dishwasher, and host. The narrator explains how important their individual jobs are in relation to the system as a whole. That fact that one should be proud of his/her job is stressed. The physical quality of this resource is good.

COMMENTS

This series would be helpful in building the self-esteem of those who work in the food service area. The tapes are suitable for group or individual use.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE GRAPHIC COMMUNICATIONS - PREPARATORY AREA BOOK 1 - TYPOGRAPHY AND MODERN TYPESETTING
(Student Manual-Teachers Manual)

AUTHOR

SOURCE
The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: GA-439 Price: $4.50 Student Manual
Order #: GA-440 Price: $2.00 Teacher Manual

SUBJECT AREA Graphics

FEATURES FOR DISADVANTAGED STUDENTS

0 develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
0 provides immediate feedback
● modifiable instructional format
0 reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
0 stapled
● plastic spine
● number of pages: 165 Stu. Man.
30 Tchr. Man.

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 high interest level
motivator_______________
● reading level 9-10 grade
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
● photographs
● charts/graphs
● B/W
0 color

INTENDED USE

● student resource
● teacher resource
0 administrator resource
0 individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
● performance objectives
● student activities
0 student work sheets
0 review questions
0 answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
0 length _____min.
0 OH projectuals
0 color
0 B/W
0 games
0 other ____________________

DESCRIPTION

This student manual covers the historical background, safety practices, workflow in a modern shop, typography and copyfitting. The major part of the book consists of detailed step-by-step instructions for the production of finished composition on three modern machines - the Phototypesetters, CompuWriter I and Comp/Set and the Strike-on Typesetter IBM Selectric Composer. There are detailed assignments.

COMMENTS

The step-by-step text with objectives and student activities as well as many illustrations of sample copy and the machines may make this material useful to a teacher whose class includes disadvantaged students. However, the reading level of some of the text may be a bit high for some students. The teacher's guide includes a bibliography and lists activities and demonstrations.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE GRAPHIC COMMUNICATIONS-PREPARATORY AREA BOOK 2 - COPY & ASSEMBLY
(Student manual, Teacher's manual)

AUTHOR Hert

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer campus
New Brunswick, New Jersey 08903

Order # see back Price see back Copyright 1978

SUBJECT AREA Graphics

FEATURES FOR DISADVANTAGED STUDENTS

0 develops self-worth concept
● develops world of work concept
0 promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
0 stapled
● plastic spine
● number of pages: 81 stu. man.
36 tchr. man.

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 high interest level motivator______
● reading level 9-10 grade
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
● B/W
0 color

INTENDED USE

● student resource
● teacher resource
0 administrator resource
0 individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
0 length _____min.
0 OH projectuals
0 color
0 B/W
0 games
0 other ______

VC RD

DESCRIPTION

The first part of this student manual, or text, deals with the preparation of pasteup mechanicals, including tools, terminology, layouts, cropping and scaling artwork, bleeds, tints, overlays, keying, and mechanical color separation. The second part deals with black and white stripping, including terms, planning the job, stripping a flat, multiple-image flats, impositions, registration and complementary flats. The illustrations are all line drawings. The order information is as follows:

	Order #	Price
Student manual	GA-441A	$4.50
Teacher manual	GA-441B	$2.00

COMMENTS

The first unit includes a glossary from which vocabulary cards or games could be produced. The illustrations should also be quite helpful. They deal singularly with the work. The plastic strip binding allows pages to be removed for reproduction.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE JOBS IN PRINTING

AUTHOR

SOURCE Coronet
65 East South Water St.
Chicago, Illinois 60601

Order#: M0228 Price: $120.00

SUBJECT AREA Graphics

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ○ number of pages: ________

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level ____grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ○ student resource
- ○ teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length 6 min. each
- ○ OH projectuals
- ● color
- ○ B/W
- ○ games
- ● other 35 mm filmstrips and cassettes

DESCRIPTION

This series includes 8 filmstrips and cassettes (recorded with audible and inaudible pulse), describing the qualifications, income, working conditions, employment outlook, and negative aspects for the following jobs:

Layout and Graphic Design
Typesetter
Lithographic Cameraman
Photoengraver
Offset Pressman
Letterpress Operator
Bookbinding
Assistant Production Manager

COMMENTS

Because the series refers to the junior college educational experience, it perhaps is not intended for the disadvantaged youth. It is, however, an informative series emphasizing current concepts and exploration. It can be recommended for general student usage.

Not available at MVCRDC

● RECOMMENDED   0 NOT RECOMMENDED

TITLE LEARN TO LETTER

AUTHOR

SOURCE
Distributive Education Materials Lab
1885 Neil Avenue
115 Townshend Hall
The Ohio State University
Columbia, Ohio 43210
Order#: A-E5 Price: $1.00

SUBJECT AREA Graphics

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ● plastic spine
- ● number of pages: 18

MATERIAL READABILITY

- ● large print format
- ● double column copy
- ● generous paragraph spacing
- ● high interest level
  motivator Graphics
- ● reading level 3 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ______________

DESCRIPTION

The intent of this short booklet is to provide students with basic skills in constructing a highly readable upper case alphabet using the coit pen.

Each page consists of two lines of large lettering with directions below the lines for drawing the letters. Directions are written in a simple, step-by-step manner.

COMMENTS

Directions have purposely kept to a minimum; and once the student has become oriented to the "system," construction of letters, punctuation, and numbers are self-evident. Students should be able to work through the booklet with a minimum of teacher direction.

● RECOMMENDED   ○ NOT RECOMMENDED

TITLE PHOTO ONE

AUTHOR Muse

SOURCE Prentice-Hall, Inc.
Englewood Cliffs, N.J. 07632

Order #: 013-665331-6 Price: $10.95 Copyright: 1973

SUBJECT AREA Graphics

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
● provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 229

MATERIAL READABILITY

● large print format
● double column copy
○ generous paragraph spacing
○ high interest level
motivator ______________
● reading level 9 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ student activities
○ student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ______________

DESCRIPTION

According to the introduction, Photo One is designed as "a very informal photo text, not a complete course in photography by itself, but is to be used by the beginning photo student in conjunction with the photo instructor."

The contents are:

shutter speed
aperture
camera
film
prints
developers
filters
f16 rule
composition
lighting
high contrast
photo lab

There is a brief test at the end (answers are provided).

COMMENTS

The book portrays men and women in sex stereotypical roles, i.e., women as glamor queens or secretaries, and men as executives and/or doing difficult tasks.

The book has an interesting format but often the information is incomplete. New vocabulary is usually used without prior definition. The book could not be used without a competent instructor and perhaps a more complete text. The format is appealing and motivational. The content, however, renders the book as supplemental. It is like a notebook providing good review but not good for a first introduction to photography. The reading level may be too high for disadvantaged youth.

VCRD

● RECOMMENDED   O NOT RECOMMENDED

TITLE BEING A NURSING AIDE/TRAINING THE NURSING AIDE

AUTHOR Hospital Research and Educational Trust

SOURCE Robert J. Brady Co.
Bowie, Maryland 20715

Order #: Price: $8.95 Copyright: 1978

SUBJECT AREA Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 442 (Being)
400 (Training)

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level
motivator________________
● reading level 10 grade
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
● bibliography/references
○ performance objectives
○ student activities
○ student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

Being A Nursing Aide contains 18 chapters, a glossary, and an index. The chapters cover such topics as the working environment, patient care, food service, human anatomy and physiology, care of the dying patient, and medical terminology.

The MVCRDC does not have the 1978 edition but does have the 1969 edition. The 1969 Instructor's Guide has been replaced by a "test bank" which contains over 400 questions and is free to qualified instructors.

COMMENTS

Based on the review of the 1969 edition, the text is simply written, logically presented, and replete with illustrations.

The 1969 text is somewhat sex biased and little attempt is made to show racial equity.

Although formidable in size the text is illustrated and desigend to be manageable for all students.

The 1969 teacher's manual provides lesson plans, and review questions.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE CHARTING WORKBOOK FOR VOCATIONAL NURSE TRAINING PROGRAM

AUTHOR

SOURCE Instructional Materials Center
University of Texas at Austin
Austin, Texas 78712

Order # by title Price $1.75 Copyright 1955

SUBJECT AREA Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ● plastic spine
- ● number of pages: 23+

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator_______________
- ● reading level N.A. grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ● student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This workbook is designed to introduce the nursing student to the typical patient's progress chart as commonly found in hospitals. Emphasis is placed on development of printing skills. Student activity sheets consist of printing exercises. Included are sections on signs, symbols, abbreviations, prefixes, suffixes, and medical combining forms.

COMMENTS

This workbook may be a useful resource in a vocational nursing program for disadvantaged. However, it is assumed that any student in this program would have sufficient reading skills to handle the technical terms. These workbooks can be used with group or individual instruction.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE EXPLORING HEALTH CAREERS

AUTHOR Santitoro

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: HL-249 Price: $4.25

SUBJECT AREA Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 129

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● high interest level motivator photos
- ● reading level 7-9 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ● photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This teacher's guide included a comprehensive listing and critique of health occupations. Individual listings include: Description of Work, Personal Qualifications, Duties, Education, Training, Advancement, Future Employment, Earnings, Hours, Suggested Activities for High School Students, Visual Aids, Additional Information, and Bibliography. Twenty-nine health occupations are examined.

COMMENTS

Not all occupations listed may be applicable to the disadvantaged student. Some require 4 year college degrees. However, a number of assistant type jobs are critiqued as well. Also Blacks are shown in most of the photos of health personnel on the job, which should provide some motivation for expanding career aspirations.

VCRD

● RECOMMENDED ○ NOT RECOMMENDED

TITLE MEDICAL TERMINOLOGY FOR MEDICAL ASSISTANTS

AUTHOR Brewin

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rugters State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: HL-50 Price: $6.00

SUBJECT AREA Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 285

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ______________
● reading level N/A grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This manual is basically selections of medical terms and their shorthand equivalent. The material is alphabetized in four sections: Structure of the Body, Systems of the Body, Word Construction, and Medical Brief Forms in Shorthand. Space is provided in the text for student entry of word definitions.

COMMENTS

This may be usable with disadvantaged health occupations programs; however, material is not of itself motivating. Also, the student would have to be capable of learning medical terminology. It can be used for individual or group instruction. It is not recommended due to the lack of motivation and medical terminology.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE SECRETARIAL DENTAL ASSISTANT

AUTHOR Mary Ann Douglass

SOURCE
Delmar Publishers Co.
50 Wolf Rd.
Albany, N.Y. 12205

Copyright: 1976

Order #: 0350-5 Instructor's guide
Order #: 0349-1 Student text

Price: $1.35 Instructor's guide
Price: $5.85 Student text

SUBJECT AREA Health Service Occupations

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 313

MATERIAL READABILITY

○ large print format
● double column copy
○ generous paragraph spacing
○ high interest level motivator ______________
● reading level 11.5grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

Secretarial Dental Assistant is designed to be a complete course for training the dentist office worker. Topics covered are: The Health Team, Telephone Communications, Appointment Control, Patient Records, Bookkeeping, Written Communications, Filing, Office Supplies, Careers. A glossary is provided. Terms are also defined as introduced though no pronunciation guide is given. Worksheet forms are provided and review questions included at the end of each unit. Answers and "helps" are in the teacher's guide.

COMMENTS

The text is thorough but sometimes wordy. Sex bias is shown but fair presentation of race and culture. Would not be usable for a non-motivated student. Exercises appear meaningful and challenging but not impossible. Reading level is high probably due to new dental terms which are defined as introduced and in the glossary.

Recommended but this is not an "easy" text.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE THE WORLD OF HEALTH OCCUPATIONS: A TWO-YEAR COOPERATIVE PROGRAM

AUTHOR Purdy

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: HL-293 Price: $5.00

SUBJECT AREA Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
● plastic spine
● number of pages: 134

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

The manual provides a detailed outline of course content in a two-year cooperative health occupations program. Topics include: orientation to health occupations, personal and community health, growth and development of the person, legal aspects, body structure and functions, related skills and nutrition. Each topical area includes: suggestions for student and teacher activities, and desired behavioral outcomes. Included are recommended textbooks, visual aids, and community resources.

COMMENTS

This material may be of assistance to the teacher of disadvantaged students in the development of health occupations programs, as the student activities include many demonstrations or "hands on" activities and also call for many discussion sessions at which communication skills may be improved.

VCRD

● RECOMMENDED ○ NOT RECOMMENDED

TITLE ALTERING READY-TO-WEAR FASHIONS

AUTHOR Brinkley and Aletti

SOURCE Chas. A. Bennett Co., Inc.
809 West Detweiller Drive
Peoria, Illinois 61614

Order#: 083-8 Price: Copyright 1976

SUBJECT AREA Home Economics/ Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 398

MATERIAL READABILITY

● large print format
● double column copy
○ generous paragraph spacing
○ high interest level motivator________
● reading level 8 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
● color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This text is divided into 16 chapters, an appendix, glossary, references, and index.

The chapters include: opportunities in the needle trades, learning about fabrics, commercial sewing methods, fitting women's clothes, fitting and altering menswear, getting a job, and others.

COMMENTS

There are many photographs and illustrations. Traditional sex roles are depicted, though there are a number of pictures showing men and women as tailors.

● RECOMMENDED   ○ NOT RECOMMENDED

TITLE THE ART OF SEWING

AUTHOR Hillinger

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer campus
New Brunswick, New Jersey 08903

Order # NT-131 Price $5.00 Copyright 1970

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 248

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level motivator cartoon figures
● reading level 5-6 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
● bibliography/references
○ performance objectives
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This textbook-workbook presents, with many illustrations, material normally covered in a basic vocational sewing curriculum. The eleven units are: Basic Information, Handsewing Stitches, Seams, Hems, Bias Binding, Facings, Inserts and Appliques, Buttonholes, Pockets and Plackets. Each lesson has a briefly-stated objective or topic sentence, the lesson information and a few questions or activities for the student. It is amply illustrated with a stick figure girl featured throughout.

COMMENTS

The illustrations are very good and could be most useful to a teacher developing his/her own visuals. However, the usefulness of this book may be limited by its lack of coverage of patterns and their use. Some of the teachniques covered are not contemporary but should be in a good seamstress's repertoire.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE THE BABYSITTER

AUTHOR Brooks, Bearl, et.al.

SOURCE ESP, Inc.
1201 E. Johnson, Box 5037
Jonesboro, Arkansas 72401

Order #: 4800 Price: $24.00 Copyright: 1973

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 15 min. /tape
○ OH projectuals
○ color
○ B/W
○ games
● other Cassettes

DESCRIPTION

The Baby Sitter consists of 4 cassette tapes covering getting along with parents, safety, hints on feeding and diapering, putting and keeping them in bed and hints on first aid.

Each tape has two 15 minute lessons.

Library catalog cards are included.

COMMENTS

Female narration is used. Sex biased presentation. No visual reinforcement but tapes are good.

Helpful information but may be presented too quickly, though precise.

If note-taking is done this resource would be very useful to the person wanting to develop or improve baby sitting skills.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE BASIC PATTERN MAKING: AN INDIVIDUALIZED APPROACH
(Series of 4, see back)

AUTHOR Littman

SOURCE Delmar Publishers
50 Wolf Road
Albany, N.Y. 12205

Order #: See back Price: See back Copyright: 1977

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: See back

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ● reading level 8 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● studsnt activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

The texts in this series include:

	Order #:	Price:	Pp.
Basic Pattern Making - An Individualized Approach	0581-8	$4.95	210
Pattern Making Design - Skirts and Pants	0583-4	3.30	113
Pattern Making Design - Sleeveless Dresses	0584-2	3.30	131
Pattern Making Design - Sleeved and Tailored Garments	0585-0	3.30	135
Instructor's Guide	0582-6	1.35	21

The books are designed to be building blocks working toward tailoring. Instructor's guide provides helps and summaries. The books cover metric measurement, drafting, testing and forming patterns.

Step-by-step procedure is used throughout the texts in this series.

COMMENTS

Racial, cultural and sex bias is present. New terms are identified and explained in the text. Previous orientation to sewing and working with patterns and sewing terms is assumed. Texts are designed so that students can complete the course on their own. However, experienced instructor is desirable.

This is not an easy text but can be usable for the disadvantaged student.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE CARE AND INDEPENDENT LIVING SERVICE FOR AGING

AUTHOR

SOURCE Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

Order #: 017-080-01760-1 Price: $15.00 Copyright: 1977

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
● provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
○ number of pages: 900+

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ______
● reading level 12+ grade (based on student handout materials)
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ______

VCRD

DESCRIPTION

Contents of this compentency-based teaching package are directed towards teachers - to implement in the classroom according to individual class and student needs. All the components necessary for systematic individualization of this home economics course are included except student texts. Instead, this package provides suggested resources, ideas to be learned, preassessments, objectives, competencies, teaching strategies and post-assessments.

Modules I-IX include:

Orientation to and Evaluation of the Course
Job Opportunities and Expectations for Aging Services
Understanding Aging
Human Relations Skills
Meeting Personal Care Needs
Nutrition and Food Handling for Aging Services
Meeting Home Management Needs
Meeting Health Care Needs
Legal and Ethical Concerns

COMMENTS

The value of this teaching package is in the scope of the resources utilized, learning strategies employed, and emphasis on job skills. The package is both comprehensive and flexible, allowing the teacher to modify it in a variety of ways. Each module is developed so that the learner can move horizontally to other jobs requiring comparable skills or vertically within the same job area by acquiring additional competencies. Each model emphasizes decision-making in order to facilitate either horizontal or vertical job progression.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE CHILD CARE AIDE
(Series of 3, see back)

AUTHOR Lyons and Phillips

SOURCE Career Aids, Inc.
8950 Lurline Ave.
Chatsworth, California 91311

Order #: CWL-1 Price: $39.50 Copyright: 1978

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

0 develops self-worth concept
● develops world of work concept
0 promotes development of psychomotor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/ social behavior

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
● loose leaf
0 stapled
0 plastic spine
● number of pages: 4

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 high interest level motivator ______
0 reading level ____ grade
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 B/W
0 color

INTENDED USE

● student resource
● teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 review questions
0 answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
● length 10-13 min.
0 OH projectuals
● color
0 B/W
0 games
● other 35mm filmstrips/cassettes

DESCRIPTION

Child Care Aide is a series of 3 filmstrips with cassettes (recorded with audible and inaudible pulse) and instruction guide. The series is divided into 3 phases:

1. Introduction: An Overview of What the Field of Child Care Services Encompasses.
2. The Responsibilities of the Child Care Worker
3. Educational Needs and Employment Opportunities for Child Care Workers.

The instructor's guide contains an introduction and utilization suggestions.

The series is packaged in a sturdy cardboard box with appropriate receptacles for cassettes and filmstrips.

COMMENTS

The filmstrips are sex biased. The same male voice narration is used throughout the series. Filmstrips are not culturally or racially equal.

The narration is slow and deliberate. There is some overlapping of material between the 3 filmstrips providing some repetition of concepts.

Specific skills are not presented in detail.

The instructor's guide has helpful suggestions for useful integration into an existing program.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE CHILD CARE AND DEVELOPMENT OCCUPATIONS

AUTHOR

SOURCE Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

Order #: 017-080-01360-6 Price: $22.60

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
0 promotes development of psychomotor skills
0 provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
● loose leaf
0 stapled
0 plastic spine
● number of pages: 1639+

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 high interest level motivator______________
0 reading level _____grade
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
● charts/graphs
● B/W
0 color

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
0 length _____min.
0 OH projectuals
0 color
0 B/W
0 games
0 other ____________________

DESCRIPTION

This resource is a competency-based curriculum designed to improve parenting skills as well as train workers for child care and development occupations. The resource contains 26 modules or units. Each module contains: rationale, directions to the teacher, competencies, pre-assessment, suggested teaching strategies for attainment of specific competencies, suggested resources, bibliography, activities, etc. A selection of the module titles includes: Child Care and Development Occupations, Understanding Self and Others, Child Growth and Development, Toddler Care, Observing and Recording, Child Nurtition, Art, Dramatic Activities, Language and Literature, Pre-Number Activities, Working With Parents, Administration and Supervision, and Family Child Care. Most modules are presented in two levels; level I for beginners and level II for more advanced students.

COMMENTS

The instructional sequence is flexible. Modules are self contained and may be used in or out of sequence. The pre-assessment feature enables more experienced students to skip those areas in which they are competent.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE CHILD CARE AID SKILLS

AUTHOR Conger & Rose

SOURCE McGraw-Hill, Inc.
Book Distribution Center
Hightstown, New Jersey 08520

Order #:	12429-9	Price:	$2.40 (tchr. man.)	Copyright: 1979
	12421-3		$2.43 (stu. wkbk.)	
	12420-5		$8.46 (text)	

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound (text)
○ paper bound
○ loose leaf
● stapled (tchr. man. & wkbk)
○ plastic spine
● number of pages: 60 (tchr. man.)
328 (text)
~~60 (Wkbk)~~

MATERIAL READABILITY

○ large print format
● double column copy
○ generous paragraph spacing
● high interest level
motivator pictures & graphics
● reading level 9 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
● photographs
● charts/graphs
○ B/W
● color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● student activities
○ student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

Child Care Aide Skills focuses on the skills essential to people involved in child care giving. It is divided into 5 parts with 24 chapters. Part one gives an overview of child care services, roles of child care aides, and program activities which benefit the whole child. Parts two, three, and four focus on skills needed with different age groups. Part five highlights interaction skills with staff and parents, and professional and personal growth of child care aides. There are vocabulary exercises and other reviews at the end of each chapter. The workbook has easy tear-out pages and gives self-tests and other learning activities to reinforce the stated performance objectives.

The teacher's manual gives teaching suggestions and has the keys to the end-of-chapter and workbook activities (print and audiovisual). It also contains a list of teacher references in the child care area.

COMMENTS

The whole series is planned and constructed well. The chapters are arranged so that learning increments are achievable. The objectives are clearly stated and meaningful. The exercises are good and many of those in the workbook are unusual, providing motivational interest to students.

Individuals pictured represent many ethnic origins. Men and women workers are portrayed.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE CHILD CARE: INTRODUCTION TO THE BABYSITTER

AUTHOR Coombs, Bamford, Funk

SOURCE Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

Order #: By title Price: $1.25

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 90+

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ● reading level 5-6 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ● bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other____________________

DESCRIPTION

The publication is comprised of two sections. The first section deals with child care job qualifications and responsibilities. The second section deals with the students and the tasks required of the students. The bulk of the publication is contained in the second section, most of which is alloted to LAPs dealing with various phases of child care. Included are objectives, pretests, posttests, activities, study and work sheet.

COMMENTS

This could be used with disadvantaged students as well as regular students. Limited use is made of illustrations, however. One of the strengths is that it can be used for either group or individual instruction for students reading at least at 5th level.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE CLOTHES & YOUR APPEARANCE

AUTHOR Liddell

SOURCE Goodheart-Willcox Company
123 West Taft Drive
South Holland, Illinois 60473

Order #: 2379 Price: $11.32

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 352

MATERIAL READABILITY

● large print format
● double column copy
○ generous paragraph spacing
● high interest level motivator graphics
● reading level 4.5 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
● photographs
○ charts/graphs
● B/W
● color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
○ secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
○ student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

The text is organized into six parts with a total of 27 chapters. The parts are: 1) What is best for you (6 chapters), 2) You and your clothes (4 chapters), 3) Buy it right (3 chapters), 4) Knowing before sewing (5 chapters), 5) Starting to sew (5 chapters), and 6) Careers in clothing and textiles (4 chapters). It is designed to be coeducational and focuses on the individual. Objectives are listed in the teacher's manual. There are review questions and suggested in-class and out-of-class activities at the end of each chapter.

COMMENTS

The book makes a good effort to achieve sex-role balance. Good racial integration.

There are over 500 photographs, drawings, and charts.

The book is clear and explanations are thorough. Procedures are explained and illustrated in a step-by-step format.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE COLOR IN HOME FURNISHINGS

AUTHOR

SOURCE
Sears, Roebuck and Co.
Consumer Information Services
Dept. 703
Sears Tower
Chicato, Illihois 60684

Order #: AV31 Price: $5.00

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 33

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
● color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
● bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
● OH projectuals
● color
○ B/W
○ games
○ other ____________________

DESCRIPTION

Color in Home Furnishings contains 12 overhead projectuals and a study guide. Both are full color. The study guide is divided into 3 parts: introduction to color, student worksheets for color, and concepts and generalizations. Learning experiences and sources of information are given.

The transparencies are the durable, non-framed type.

COMMENTS

Excellent introduction to color. Study guide is complete and valuable.

Suggestions for activities, questions, etc. are well-planned and meaningful.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE CUSTOM TAILORING FOR HOMEMAKING

AUTHOR Beck

SOURCE Chas A. Bennett Co., Inc.
809 West Detweiller Drive
Peoria, Illinois 61614

Order #: 122-2 Price: $5.16 Copyright: 1972

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 188

MATERIAL READABILITY

● large print format
● double column copy
○ generous paragraph spacing
○ high interest level motivator______________
● reading level 7 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This text is divided into 5 units, a glossary and an index. There are review questions interspersed throughout the units.

The units area:

- Fabrics
- Basic Techniques
- Preparation for Garment Construction
- Garment Construction
- Men's Tailoring

COMMENTS

The text is fairly well illustrated. It appears somewhat wordy. The review questions are spaced at good intervals but are sometimes too technical as compared to the information given. Text is not very eye-appealing but does have a good format.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE DECORATING MADE EASY

AUTHOR

SOURCE Sears, Roebuck and Co.
Consumer Information Services
Dept. 703
Sears Tower
Chicago, Illinois 60684

Order #: AV 20 Price: $5.00 Copyright: 1974

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

0 develops self-worth concept
0 develops world of work concept
0 promotes development of psycho-motor skills
0 provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine 22 (tchr. man.)
● number of pages: 19 (stu. bk.)

MATERIAL READABILITY

0 large print format
0 double column copy
● generous paragraph spacing
● high interest level
motivator shopping checklist
● reading level 10 grade
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
● charts/graphs
● B/W
0 color

INTENDED USE

● student resource
● teacher resource
0 administrator resource
0 individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 review questions
0 answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
● length see back min.
0 OH projectuals
● color
0 B/W
0 games
● other 35mm filmstrip

DESCRIPTION

Decorating Made Easy contains a 35mm filmstrip, 22 page script book, and 50 consumer booklets (19 pages each.) Time required to present filmstrip depends on the individual doing the presentation.

Filmstrip covers three areas of decoration: style of furnishings, room arrangement, and color.

COMMENTS

Filmstrip and script serve as a good introduction to decorating.

Script, has complex vocabulary but it can be adapted to any population.

Student manuals present additional information about furnishing and planning room decoration.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE DESIGNING DRESS PATTERNS

AUTHOR Tanous

SOURCE Chas. A. Bennett Co., Inc.
809 West Wetweiller Drive
Peoria, Illinois 61614

Order #: 112-5 Price: $6.99 Copyright: 1971

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 208

MATERIAL READABILITY

○ large print format
● double column copy
○ generous paragraph spacing
○ high interest level motivator________________
● reading level 9 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This book is divided into 14 chapters covering such subjects as: dart control, slash and spread, yokes, pleasts, shirts, sleeves, collars, design, etc.

COMMENTS

The book is not designed for the beginning student. It is not designed as a school text but as an individual learning method. There are numerous illustrations - but some are not contemporary. Assumptions of vernacular and experience are made. For these reasons this resource is not recommended for use with disadvantaged students. However, it may serve as an excellent reference.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE DRY CLEANING AND PRESSING: A SUGGESTED GUIDE FOR A TRAINING COURSE

AUTHOR Perrault

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer campus
New Brunswick, New Jersey 08903

Order # NT-135 Price $3.50 Copyright 1968

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 62

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ________
○ reading level ____ grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
● bibliography/references
● performance objectives
○ student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________

DESCRIPTION

This suggested guide for a training course contains mainly general information for the teacher in planning and developing a course. Both the section on Dry Cleaning and the one on Pressing include units on job placement. There are individual bibliographies for each unit as well as a general one. The appendices include lists of tools, equipment and supplies as well as a glossary and sample tests.

COMMENTS

This guide gives very sketchy information and most of the bibliographic references are quite old. There are no illustrations.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE FASHIONS IN DINING

AUTHOR

SOURCE Sears, Roebuck and Company
Department 703
Sears Tower
Chicago, Illinois 60684

Order #: AVID Price: $5.00 Copyright: 1969

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine 39 (Student manual)
- ● number of pages: 15 (Teacher manual)

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ______________
- ● reading level 9-10 grade
- ● reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ● bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length _____min. See back
- ● OH projectuals (Masters)
- ● color
- ○ B/W
- ○ games
- ● other 35mm filmstrip

DESCRIPTION

This kit contains a filmstrip, 30 Hidden Values student booklets and an instructor's guide.

The filmstrip shows various table settings and how to make things look nice at mealtime.

The instructor's guide contains the script (to be read with the filmstrip - no recording is provided), pretests, teaching ideas and transparency masters.

COMMENTS

A good program but the filmstrip is probably unrealistic in its portrayals of perfect dining settings and costly utensils. The instructor's manual has some good suggestions for any "meal" unit in a home economics class.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE FIRST FOODS - REVISED

AUTHOR Cronan and Atwood

SOURCE Chas A. Bennett Co., Inc.
809 West Detweiller Drive
Peoria, Illinois 61614

Order #: 168-0 Price: $7.86 Copyright: 1976

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 286

MATERIAL READABILITY

○ large print format
○ double column copy
● generous paragraph spacing
● high interest level
motivator photos & illustrations
● reading level 5 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
● color

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

First Foods is a text designed for the disadvantaged student. It contains 15 chapters covering such topics as: eating habits of different people, menu planning, smart grocery shopping, entertaining friends, weight "watching," and jobs. New words are highlighted and explained and there are review questions and activities for each chapter.

The teacher's manual describes the text and some "furthering" activities.

COMMENTS

The book is racially fair and good effort has been made to make it sex fair. It is written interestingly and the reviews are not too difficult but challenging.

Some of the photographs are not as contemporary as they could be. A good text that the disadvantaged student could enjoy.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE FLOOR COVERINGS: THEIR SELECTION AND CARE

AUTHOR

SOURCE
Sears, Roebuck & Co.
Consumer Information Services
Dept. 703
Sears Tower
Chicago, Illinois 60684

Order # ER5 Price $2.00 Copyright 1970

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
● plastic spine
● number of pages: 43
14 masters

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
○ charts/graphs
● B/W
● color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
● student activities
○ student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This teacher's guide provides background information, questions, and activities for students and masters for transparencies and/or handouts on how to select and care for various types of floor coverings. There is an instructor's key with sample questions to ask when using the masters and some sample answers. There are many color photos and color drawings throughout.

COMMENTS

This material could be used in a variety of classes including ones relating to consumer education, hotel/motel maintenance and management and domestic workers. The stress on the use of audio-visual materials, demonstration and class discussion as learning techniques may make it useful in working with disadvantaged students.

VCRD

● RECOMMENDED ○ NOT RECOMMENDED

TITLE FOOD FOR TODAY: TEACHER RESOURCE GUIDE

AUTHOR Kowtaluk & Kopan

SOURCE Chas. A. Bennett Co., Inc.
809 West Detweiller Drive
Peoria, Illinois 61614

Order #: 187-7 Price: $12.60 Copyright: 1977

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 312

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator______________
- ● reading level 9 grade
- ● reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This resource is designed to be used with the text Food For Today. The guide is keyed to the lessons in the text and expands the lessons through supplementary activities, instructional methods, and references. Contained within the guide are 110 masters for: handouts, overheads, and recipes. All pages are preforated.

COMMENTS

This resource is written from a "developmental task" point of reference. Illustrations, diagrams, etc. for student use are clear and easy to understand.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE FURNISHING AND HOUSING MAINTENANCE SERVICES

AUTHOR Green

SOURCE Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

Order #: By title 017080-01766-1 Price: $4.25 Copyright: 1977

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
● provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 173

MATERIAL READABILITY

○ large print format
● double column copy
● generous paragraph spacing
○ high interest level motivator________________
● reading level 12 grade (based on student handout materials)
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This teaching/learning, competency-based module is a complete instructional package for the teacher to implement in a variety of ways with other appropriate resources for students. Format of the module not only permits modification to student needs - it demands modification. The bulk of the information/materials provided is directed to the teacher: introduction and background, definitions for module components, how to use module, module assessment, list of competencies, assessment instruments and keys, objectives, suggested teaching strategies, and references and resources.

Appendix A consists of "Learner Information Sheets," which are student activity worksheets that the teacher can use as needed. Appendix B consists of "Teacher Information Sheets," which give directions, guidelines, and answers for Appendix A sheets.

COMMENTS

This module's uniqueness is in the comprehensiveness of the resources utilized, learning strategies employed, and emphasis on job skills. The package provides the teacher with all the tools needed to develop an individualized competency-based program with continual student evaluation.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE THE HAPPY HOUSEKEEPERS

AUTHOR Prevo

SOURCE Frank E. Richards Publishing Co., Inc.
Order Department
P. O. Box 66
Phoenix, New York 13135

Order # 142 Price $1.95 Copyright 1964

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ○ number of pages: ________

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ● reading level 3-4 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This reading workbook tells the experiences of two women working as domestic servants in three different households. Content includes such topics as: Getting a Job; What a Kitchen; Susan Blows a Fuse; The Howards Entertain; Extra Work - Extra Money; Company is Coming; Accidents will Happen; etc. Achievement tests are included as are word lists. A few basic recipes are also given.

COMMENTS

This workbook is specifically designed for use with students interested in becoming domestic servants. While this orientation may be somewhat limited, perhaps many of the "lessons" may be of use in vocational programs covering cafeteria food trades, or custodial services. Also, there is strong emphasis on a professional attitude toward this field. It can be used for individual or group instruction.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE HOSPITALITY: A SUGGESTED COURSE OF STUDY

AUTHOR Altieri

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer campus
New Brunswick, New Jersey 08903

Order # HS-216 Price $4.25 Copyright 1968

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 77

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ________________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
● bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This is a guide for a teacher to use in developing a course for training workers in the hospitality field. The areas outlined are Housekeeping and Building Operation & Maintenance, Front Office and Uniformed Service, Food Preparation, Food Service, and the Management Function. The guide includes a program overview, introduction to a training program, a course of study with instructional units, and 4 appendices. The appendices consist of a short bibliography, a glossary of terms, a list of facilities, and a suggested employee rating form.

COMMENTS

No objectives are given. However, the lists of tasks to be performed by the students could be used as a basis for writing performance objectives. Also the skills could be put to use in hospitals and other institutions or settings. The photographs all show black women performing on the job. The program for which the guide was originally written was set up for students from an urban area.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE HOUSEKEEPING DIRECTIONS. . .A SIMPLIFIED GUIDE

AUTHOR

SOURCE The Soap and Detergent Association
475 Park Avenue, South
New York, New York 10016

Order # by title Price $.25 Copyright 1967

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 60

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ________________
- ● reading level 3 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This simply written and illustrated booklet is divided into four sections: housecleaning, safety, dishwashing, and laundering. Major emphasis is placed on the housecleaning section in which cleaning agents and tools are discussed. Typical cleaning jobs for various rooms in the house are presented, as well as suggested techniques.

COMMENTS

The general reading and content of this publication makes it suitable for use with students with poor reading skills. Although it is written in simple language, it is nonetheless a thorough presentation. It may be suitable in some of the hospitality trades as well as in home economics classrooms. Some of the cartoon-type people illustrated might be considered as minority members. It could be used either as a text for individual or group instruction or by the teacher as a planning guide for teaching these skills.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE HOUSING MANAGEMENT SERVICES

AUTHOR

SOURCE Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

Order #: 017-080-01767-9 Price: $7.25

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psychomotor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 385+

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level _____grade
- ● reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This is one of a series of modules designed to develop the competencies and skills for delivery of housing services needed by society. The competencies and skills learned in this module may be used in home, business, industrial, or institutional applications. The module is broken into different elements including: competencies, objectives, suggested strategies, and a list of references and resources. An appendix supplies numerous strategies in the form of hand-outs, games, and exercises. A pre/post-test is supplied; there is also a section containing teacher information sheets.

COMMENTS

This material is essentially an outline and therefore can be modified to suit the needs of the disadvantaged youth. The many activities and suggestions given in the form of teaching strategies are interesting and a number should be suitable for almost any situation involving disadvantaged students. Parts of this material will have to be modified for different groups and some additions made.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE INDUSTRAIL NEEDLE TRADES

AUTHOR Walcoff

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer campus
New Brunswick, New Jersey

Order # NT-132 Price $6.50 Copyright 1961

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 306

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ● reading level 7 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ● photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ○ student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other __________________

DESCRIPTION

Topical areas covered in this book include: basic textiles, manufacturing procedures, basic sewing machine, automatic machines, non sewing operations, etc. Lessons are illustrated and contain student assignments. Examinations are provided at the end of each unit. The book includes a technical glossary.

COMMENTS

This material may be useful with disadvantaged students. The technical level tends to become intense in some units; however, the reading level is appropriate and the liberal use of photographs and illustrations facilitates disadvantaged use of the material. It can be used for either individual or group instruction.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE INSTRUCTIONAL RESOURCES FOR TEACHERS OF THE CULTURALLY DISADVANTAGED AND EXCEPTIONAL

AUTHOR Anderson, Hemenway, and Anderson

SOURCE Charles C. Thomas, Publisher
Bonnerstone House
301-327 East Lawrence Avenue
Springfield, Illinois

SUBJECT AREA Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 304

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This book is intended to provide a comprehensive listing of available instructional resources for those responsible for the educational planning of culturally disadvantaged and exceptional students. The text is divided according to teaching speciality (i.e., Mathematics, art, industrial arts, etc.). Individual entries contain: title, publisher, type of media, age level, author, price, and a brief description.

COMMENTS

The text actually covers the entire educational spectrum; however, chapters dealing with occupational education and work study, and Industrial Arts may be of particular interest to the vocational educator of disadvantaged students.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE KITCHEN PLANNING BASICS

AUTHOR

SOURCE
Sears, Roebuck and Company
Consumer Information Services
Dept. 703
Sears Tower
Chicago, Illinois 60684

Order #: AV12 Price: $5.00 Copyright: 1976

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine 18 (tchr. man.)
- ● number of pages: 15 (stu. bk.)

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ● generous paragraph spacing
- ○ high interest level motivator ________
- ● reading level 8 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length ____ min. See back
- ○ OH projectuals
- ● color
- ○ B/W
- ○ games
- ● other 35mm filmstrip

DESCRIPTION

Kitchen Planning Basics contains a 35mm filmstrip, an 18 page teacher's manual containing the script and suggested activities, and 50 consumer manuals (15 pages each) containing additional explanation and information.

Time to present filmstrip dependent on individual making presentation.

COMMENTS

Filmstrip and script provide a good source of information about planning kitchens. The suggested activities are meaningful. A list of vocabulary words is provided in the teacher's manual.

Narration can be adapted to any population. Portrayal of traditional sex roles is used.

A questionnaire is mentioned in the filmstrip which is not provided in either the teacher's or student's manuals. It may be helpful to obtain this from Sears or make one.

● RECOMMENDED ○ NOT RECOMMENDED

VC
RD

TITLE LET'S DECORATE THE BATHROOM

AUTHOR

SOURCE
Sears, Roebuck and Co.
Consumer Information Services
Dept. 703
Sears Tower
Chicago, Illinois 60684

Order #: AV 23 Price: $5.00 Copyright: 1977

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 10 (tchr. man.) 15 (stu. bk.)

MATERIAL READABILITY

○ large print format
○ double column copy
● generous paragraph spacing
○ high interest level motivator________
● reading level 9 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length see back min.
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrip

DESCRIPTION

Let's Decorate the Bathroom contains a 35mm filmstrip, 10 page script booklet, and 50 consumer booklets (15 pages each.)

Time required to present filmstrip depends on individual making the presentation.

COMMENTS

Filmstrip and script provide good hints for bathroom decorating.

Script needs some work to make it more appropriate for disadvantaged population.

Student manuals present additional information and explanation about bathroom decorating.

● RECOMMENDED　0 NOT RECOMMENDED

TITLE MATHEMATICS 1 - NEEDLE TRADES

AUTHOR Colicchio

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer campus
New Brunswick, New Jersey

Order # NT-133 Price $5.00 Copyright 1960

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 238

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator____________
- ● reading level 7-8 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ● performance objectives
- ○ student activities
- ● student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________________

DESCRIPTION

This student manual presents general mathematics through the medium of the needle trades. Whole numbers are taught using estimating and billing. Ratios are taught using fullness and allowance problems. In this way the usual general mathematics units are included, as well as a unit on accounts. Each unit is followed by an achievement test, and a trial examination is included at the end of the manual.

COMMENTS

The incorporation of an occupational interest area into this general mathematics student text make it suitable for use with some disadvantaged students. It should be noted that the reading level, and volume of reading in the manual may detract from it's serviceability with some disadvantaged students.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE MIDDLE SCHOOL - JUNIOR HIGH CO-EDCUATIONAL MINI-UNITS IN HOME ECONOMICS

AUTHOR Ford

SOURCE Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110

Order #: 804 Price: $13.00

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine 6 Volumes
● number of pages: Approx. 238 pages per volume

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator _______________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

These mini units are grouped into six clusters. Specific unit titles are: Career Exploration; Clothing and Textiles; Consumer Behavior; Nutrition and Food Preparation; Housing; and Personal Development. Each unit is composed of an introductory page, the body of the unit, and a section of support materials.

COMMENTS

This series is primarily a teacher resource. Contained therein are such items as suggested time per unit, educational background, and unit focus. Teacher activities and suggestions for pupil-teacher interaction are included. Many of the suggested activities would be very helpful to disadvantaged students, enabling them to develop good grooming and personal care habits that will help them advance in their career fields.

VCRD

● RECOMMENDED   O NOT RECOMMENDED

TITLE OCCUPATIONAL HOME ECONOMICS

AUTHOR Maze

SOURCE The Tennessee Division of Vocational-Technical Education Communications office
200 Cordell Hull Building
Nashville, Tennessee 37219

Order # 021-00035 Price $5.75 Copyright 1972

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
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○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 458

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

The guide provides guidelines for planning gainful employment programs in Home Economics. It is organized along three major units; an overview of occupational home economics, specifics for establishing and maintaining a program, and instructional materials (lesson plans, assignment sheets, job sheets, etc.). The guide contains a variety of different forms and applications which may be of use in the instructional program. Food services, child care, dry cleaning/laundry and cleaning/custodial occupational areas are covered.

COMMENTS

The guide is designed to provide for education of the mentally handicapped. However, the task analysis and performance objective approach combined with clear simple language for student directions make it useful for teachers with disadvantaged students. Employability skills and vocabulary skills are also stressed in the suggested program.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE OCCUPATIONAL HOME ECONOMICS EDUCATION SERIES: WINDOW TREATMENT SERVICES

AUTHOR Lowe, et al

SOURCE
ERIC
Document Reproduction Service
P. O. Box 190
Arlington, VA 22210

Order #: ED 155 386 Price: $8.69 Copyright: 1977

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

0 develops self-worth concept
● develops world of work concept
0 promotes development of psycho-motor skills
0 provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 159

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 high interest level motivator________________
0 reading level _____grade
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
● charts/graphs
● B/W
0 color

INTENDED USE

0 student resource
● teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
0 student work sheets
● review questions
● answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
0 length _____min.
0 OH projectuals
0 color
0 B/W
0 games
0 other ____________________

DESCRIPTION

This competency based resource focuses on a job cluster in window treatment services. Six competencies for window treatment services aide/assistant or window covering specialist are listed. Provided for each competency are behavioral objectives, teaching strategies, and teaching resources. An assessment section contains pre- and post-tests and a performance instrument with answer keys. Appended are sixty-two student information sheets and eight teacher information sheets which are referenced to specific teaching strategies. A resource section lists books, pamphlets, curriculum materials and films. This resource was developed to be used in conjunction with the module entitled Securing Employment in Home Economics Occupations (order # CE 016 775).

COMMENTS

This resource provides for a competency based approach to the window treatment occupation. Numerous aspects of the design and construction of window treatments are covered, including the measuring, cutting, sewing, and installation of window treatments and the establishment of customer relations. The resource can be used with handicapped, slow learners, highschool students and/or adults. Some modifications may be required for use with handicapped students.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE PORTABLE APPLIANCES: THEIR SELECTION, USE, AND CARE

AUTHOR

SOURCE Sears, Roebuck & Co.
Consumer Information Services
Dept. 703
Sears Tower
Chicago, Illinois 60684

Order # ER-6 Price $5.00 Copyright 1971

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
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○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
● plastic spine
● number of pages: 187

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level motivator subject
● reading level 7-8 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
● B/W
● color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________________

DESCRIPTION

This book is part of Sears Educator Resource Series. It presents general information on wise purchasing and use of electrical home appliances, including grooming aids, then discusses each specific kind in detail. Included for each specific item are design and features, points to look for when buying, and points on use and care. There is also a study guide which includes a pretest, concepts to be stressed, suggested questions, activities and assignments. The list of source materials is primarily of companies. The masters section includes black and white line drawings of a typical model of each appliance, discussion questions, and terms for important parts. There are many excellent full color drawings.

COMMENTS

This item should assist disadvantaged students in occupational home economics or related programs learn to select, use, and care for appliances they may not have at home. The reading level can easily be lowered by breaking up some long sentences and providing vocabulary drill on some of the poly-syllabic terms such as temperature and calibration.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE PREPARATION FOR A DUAL ROLE: HOMEMAKER - WAGE EARNER WITH ADAPTATION TO INNER CITY YOUTH
(3 Vols.)

AUTHOR Darlymple, et al.

SOURCE ERIC
Document Reproduction Service
P. O. Box 190
Arlington, VA 22210

Order #: ED 045 863 Price: $13.16

SUBJECT AREA Home Ecomonics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 321

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator______________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This resource is the final report of a project designed to revise a home economics curriculum to better meet the needs of the disadvantaged. Stress is placed on the dual role of homemaker and wage earner. Provided are extensive listings of concepts; subconcepts (which include behavioral objectives, generalizations, and learning experiences); references: and resources. Appended are numerous teacher aids such as transparency masters. charts for classroom use. bulletin board displays, games, etc.

COMMENTS

This resource is a final report of a HEW sponsored project. The multitude of practical teaching aids and lists of concepts and subconcepts, however. make the resource applicable at the practioner level.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE THE PRESCHOOL YEARS

AUTHOR Tyrrell

SOURCE Vocational-Technical Curriculum Laboratory
Rutgers University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: cc-394 Price: $5.75 Copyright 1977

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 206

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________
- ● reading level 4-6 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ○ secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________________

DESCRIPTION

This book was developed for use by deaf teenagers. It is based on research findings concerning the unique importance of the earliest years and the need for various types of stimulation for the child's mind. Areas stressed include; the importance of the preschool years and of the family; how children learn; speech and language development; creative play; discipline; physical and emotional development; safety and health. The 47 lessons each contain a glossary and student assignments.

COMMENTS

The book could be used by deaf youngsters or hearing children in special situations to prepare them to handle initial level child care employment, i.e. as a nursery school or day care aide.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE STEPS IN CLOTHING SKILLS

AUTHOR Draper & Bailey

SOURCE Charles A. Bennett Co., Inc.
809 West Detweiller Drive
Peoria, Illinois 61614

Order #: 265-2 Price: $9.96 Copyright: 1978

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: 528

MATERIAL READABILITY

● large print format
● double column copy
● generous paragraph spacing
● high interest level motivator illustration
● reading level 4 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
● color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● student activities
○ student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

Steps in Clothing Skills is divided into 6 parts and sub-divided into 24 chapters. The major headings are: (1) Personality, (2) Fabrics for Fashion, (3) The Magic of Design and Color,, (4) Keep Your Wardrobe Up-to-Date, (5) Sewing Steps, and (6) Getting Ready for a Job.

Each chapter begins with a vocabulary list, how to use the words, and preview questions. There are review questions throughout and at the end of each chapter. the teacher's manual contains performance objectives, conceptual overview, and quiz with answers.

COMMENTS

The book is mainly directed at girls but includes boys as well. Typical sex roles are portrayed.

Interestingly written and includes some fun activities.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE TAILORING SUITS

AUTHOR Poulin

SOURCE Charles A. Bennett Co., Inc.
809 West Detweiller Drive
Peoria, Illinois 61614

Order #: 128-1 Price: $6.00 Copyright: 1973

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
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- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ● hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 213

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________
- ● reading level 9 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________________

DESCRIPTION

This book contains 11 chapters, a glossary, and an index. The chapters include: hand-sewing technique, pressing, pattern drafting, coat, trouser, vest, and skirt making, and others.

COMMENTS

The language is sex biased using generic "he." There are not enough illustrations or step-by-step procedures given. The writer "talks down" to the readers. Photographs included are not contemporary.

Though the book contains good knowledge and descriptions of good tailoring, it is not appealing to the eye and has no measurement of learning. Although, a self-motivated student may get good use of this text it is not appropriate for the disadvantaged student.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE TODAY'S CUSTOM TAILORING

AUTHOR Wyllie

SOURCE Chas. A. Bennett Co., Inc.
809 West Detweiller Drive
Peoria, Illinois 61614

Order #: 245-8 Price: $10.95 Copyright: 1979

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
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● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 558

MATERIAL READABILITY

● large print format
● double column copy
○ generous paragraph spacing
○ high interest level
motivator______________
● reading level 11 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
● color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This book is divided into 10 units containing 31 chapters, 6 appendices, and an index.

The units are:

1. Beginning a Custom Tailored Garment
2. Customizing the Pattern
3. Custom Tailored Buttonholes and Pockets
4. Interfacing the Neckline
5. Completing the Neckline
6. The Tailored Fit
7. Completing the Garment
8. Constructing and Fitting the Coordinated Garment
9. Custom Tailoring Other Fabrics
10. Custom Tailoring Menswear

Appendices include: Glossary, Classification of Textile Fibers by Generic Name, Fiber Properties, Fabric Care Labels, Measuring Fabric Shrinkage, and a Shopping Guide.

COMMENTS

There are many drawings, diagrams and illustrations throughout the book. It is divided into small digestable sections. Procedures are given in a step-by step manner.

Traditional sex roles are depicted.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE UNITED STATES OF FABRICARE

AUTHOR

SOURCE Sears, Roebuck and Company
Consumer Information Services
Department 703
Sears Tower
Chicago, Illinois 60684

Order#: ER 63 Price: $2.00 Copyright: 1978

SUBJECT AREA Home Economics / Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psychomotor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
● plastic spine
● number of pages: 7

MATERIAL READABILITY

○ large print format
● double column copy
○ generous paragraph spacing
● high interest level motivator Fabric samples
● reading level 12 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
○ B/W
● color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

Fabricare is actually a drying chart for Sears Kenmore dryer. It contains various fabrics (actual samples), their characteristics and suggested drying times.

COMMENTS

Good inexpensive supplement to any home economics course. Especially good because students can actually touch the different types of fabrics.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE VOCATIONAL EDUCATION FOR STUDENTS WITH SPECIAL NEEDS: A TEACHERS HANDBOOK

AUTHOR Altfest, Hartley, and Rocco

SOURCE Department of Vocational Education
Colorado State University
Fort Collins, Colorado 80523

Order # by title   Price $4.25/2   Copyright 1975

SUBJECT AREA Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
● plastic spine
● number of pages: 113

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This handbook is designed to assist the teacher with (1) identification of disadvantaged and handicapped students, (2) assessment of the needs of these students, and (3) provisions for meeting the needs of these students. The following topics are covered: identification of students, assessment of student needs, learning styles and teaching methods, instructional materials, individual prescriptive education, local resources, and evaluation of students. The handbook includes a bibliography of professional references. The appendices contain forms which may be useful as program implementation guides.

COMMENTS

This handbook was developed to assist the educator in identification and understanding of disadvantaged and handicapped students, assessment of their needs, and development of a program geared to meet their needs. It appears to have more practical suggestions for the classroom teacher than some other materials.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE WINDOW TREATMENTS

AUTHOR

SOURCE
Sears, Roebuck and Company
Dept. 703
Sears Tower
Chicago, Illinois 60684

Order #: AV 16 Price: $5.00 Copyright: 1975

SUBJECT AREA Home Economics/Needle Trades

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 23 (tchr. man.) 15 (stu. bk.)

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________
- ● reading level 7-8 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length see back min.
- ○ OH projectuals
- ● color
- ○ B/W
- ○ games
- ● other 35mm filmstrip

DESCRIPTION

Window Treatments contains a 35mm filmstrip, a 23 page booklet containing the script, and 30 consumer booklets providing additional information about the subject.

The time it takes to present filmstrip will vary according to the individual making the presentation.

COMMENTS

The filmstrip & narration provide a good source for introduction to the subject.

Vocabulary may be too extensive but most technical terms are explained within the script. Because it is a written script it can be adapted to any population.

● RECOMMENDED ○ NOT RECOMMENDED

APPENDIX

Many publishers were contacted during search but not all had curriculum materials designed for disadvantaged students in vocational programs. The publishers and distributors, from whom resources actually were purchased and/or previewed by the MVCDRC, are listed below:

Abraxas Films
P. O. Box 186
Capitola, California 95010

American Association for Vocational Instructional Materials (AAVIM)
Engineering Center
Athens, Georgia 30602

American Learning Systems
P. O. Box 2173
Columbus, Georgia 31902

The Associated General Contractors of America
1957 "E" Street, N.W.
Washington, D. C. 20006

Cambridge Book Company
888 Seventh Avenue - 11th floor
New York, New York 10019

Career Aids, Inc.
8950 Lurline Avenue
Chatsworth, California 91311

Charles A. Bennett Company, Inc.
908 West Detweiller Drive
Peoria, Illinois 61614

Coronet: The Multimedia Co.
65 East South Water Street
Chicago, Illinois 60601
800-621-2131

Delmar Publishers
50 Wolf Road
Albany, New York 12205

Distributive Education Materials Laboratory
1885 Neil Avenue
115 Townshend Hall
The Ohio State University
Columbia, Ohio 43210

East Central Curriculum Management Center (ECCMC)
Illinois Office of Education
100 North First Street (E-426)
Springfield, Illinois 62777

Educational Designs, Inc. (EDI)
47 West 13th Street
New York, New York 10011

EDI Representative, Sid Haas
903 Caddington Avenue
Silver Spring, Maryland 20901

ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

ESP, Inc.
1201 East Johnson
Box 5037
Jonesboro, AR 72401
800-643-5460

Fearon-Pittman Publishers
6 Davis Drive
Belmont, California 94002

Follett Distribution Center
P. O. Box 5705
Chicago, Illinois 60680

Frank E. Richards Publishing Company, Inc.
P. O. Box 66
Phoenix, New York 13088

Globe Book Company, Inc.
125 Fifth Avenue
New York, New York 10010

Goodheart-Willcox, Co., Inc.
123 West Taft Drive
South Holland, Illinois 60473

Gregg/McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

McGraw-Hill, Doris G. Sharkey,
Marketing Representative
43 Delrey Avenue
Baltimore, Maryland 21228
301-788-4633

Grolier Educational Corporation
Instructional Systems Division
845 Third Avenue
New York, New York 10022

Hampden Publication, Inc.
Box 4873
Baltimore, Maryland 21211

Hayden Book Company, Inc.
50 Essex Street
Rochelle Park, New Jersey 07662

Instructional Materials Center
Main Building 2400
The University of Texas at Austin
Austin, Texas 78712

Instructional Materials Laboratory
(IML)
10 Industrial Education Building
University of Missouri-Columbia
Columbia, Missouri 65211

Industrial Training, Inc.
5990 East Fulton
P. O. Box 318
Ada, Michigan 49301

Janus Book Publishers
3541 Investment Blvd.
Suite 5M
Hayward, California 94545

Lakeshore Curriculum Materials
Company
2695 East Dominquey Street
P. O. Box 6261
Carson, California 90749

Litton Educational Publishing
7625 Empire Drive
Florence, Kentucky 41042

Mafex Associates, Inc.
90 Cherry Street
Box 519
Johnstown, Pennsylvania 15907

McGraw-Hill Book Company
1221 Avenue of the Americas
New York, New York 10020

Media Materials, Inc.
2936 Remington Avenue
Baltimore, Maryland 21211

Milday Publication Corporation
3839 White Plains Road
Bronx, New York 10467

Minnesota Instructional Materials
Center (MIMC)
3554 White Bear Avenue
White Bear Lake, Minnesota 55110

The New Jersey Vocational-Technical
Curriculum Laboratory
Rutgers University
4103 Kilmer Campus
New Brunswick, New Jersey 08903

Ohio Agricultural Education
Curriculum Materials Service
The Ohio State University
Room 254
2120 Fyffe Road
Columbus, Ohio 43210

Oklahoma State Department
Vocational and Technical Education
Curriculum and Instructional Materials
Center
1515 West Sixth Avenue
Stillwater, Oklahoma 74074

P. A. R. Incorporated
Abbott Park Place
Providence, RI 02903

Prentice Hall, Inc.
Englewood Cliffs, New Jersey 07632

Program in Health Occupations
Education
The University of Iowa
135 Melrose Avenue
Iowa City, Iowa 52240

Research and Curriculum Unit
Vocational-Technical Education
Drawer DX
Mississippi State University
Mississippi State, MS 39762

Restaurant-Hotel Learning Aids
5050 Excelsior Blvd.
Minneapolis, MN 55416

Robert J. Brady Pub. Co.
A Prentice-Hall Company
Bowie, Maryland 20715

Scholastic Book Services
904 Sylvan Avenue
Englewood Cliffs, NJ 07632

Sears, Roebuck and Co.
Consumer Information Services
Department 703
Sears Tower
Chicago, Illinois 60684

Selrite
School Equipment Corp.
225 West 34 Street
New York, New York 10001

Singer Education Division
Education Systems
3750 Monroe Avenue
Rochester, New York 14603

Southwestern Publishing
925 Spring Road
Pelham Manor, New York 10803

State of Tennesse
Department of Education
Division of Vocational-Technical
Education
200 Cordell Hull Building
Nashville, Tennesse 37219

The 2000 Company
Box 1055
1001 West 17th Street, Suite J
Costa Mesa, California 92627

United Transparencies, Inc.
P. O. Box 688
Binghamton, New York 13902

Universal Education & Visual Arts
100 Universal City Plaza
Universal, City, California 91608

W. B. Cavanaugh Company
Education Systems
P. O. Box 831
Columbia, Maryland 21044

Wisconsin Vocational Studies Center
University of Wisconsin-Madison
964 Educational Sciences Building
1025 West Johnson Street
Madison, Wisconsin 53706

Xerox Education Publications
P. O. Box 2639
Columbus, Ohio 43216